hp psc 2400
photosmart series
all-in-one

invent

reference guide

hp psc 2400
photosmart series
all-in-one

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  - Passports
  - Immigration papers
  - Selective service papers
  - Identification badges, cards, or insignias
- Governmental stamps:
  - Postage stamps
  - Food stamps
- Checks or drafts drawn on Governmental agencies
- Paper currency, traveler's checks, or money orders
- Certificates of deposit
- Copyrighted works

safety information

Warning! To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

Warning! Potential shock hazard

1. Read and understand all instructions in the Setup Poster.
2. Use only a grounded electrical outlet when connecting the device to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.
3. Observe all warnings and instructions marked on the product.
4. Unplug this product from wall outlets before cleaning.
5. Do not install or use this product near water or when you are wet.
6. Install the product securely on a stable surface.
7. Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.
8. If the product does not operate normally, see the online Troubleshooting help.
9. No operator-serviceable parts inside. Refer servicing to qualified service personnel.
10. Use in a well-ventilated area.

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get help

This Reference Guide contains information on using your HP PSC and provides additional troubleshooting assistance for the installation process. The Reference Guide also contains information on how to order supplies and accessories, technical specifications, support, and warranty information.

The table below lists additional sources of information for your HP PSC.

help	description
Setup Poster	The Setup Poster provides instructions for setting up and configuring your HP PSC. Make sure you use the correct poster for your operating system (Windows or Macintosh).
Product Tour	The tour provides a brief introduction to the HP PSC and its capabilities, so you can start using it immediately. You can take the tour immediately after installing the HP PSC software, or to take the tour at any time, see the product specific online help.
HP Photo & Imaging Help	The HP Photo & Imaging Help provides detailed information on using the software for your HP PSC. **For Windows users**: Go to the **HP Director**, and click **Help**. **For Macintosh users**: Go to the **HP Director**, and click **Help**, then click **hp photo & imaging help**.
Troubleshooting help	To access troubleshooting information, go to the **HP Director**, then click **Help**. Open the Troubleshooting book in the HP Photo & Imaging Help, then follow the links to general troubleshooting as well as links to Troubleshooting help that is specific to your HP PSC. Troubleshooting is also available from the **Help** button that appears on some error messages and in the Troubleshooting chapter of the Reference Guide.
Internet help and technical support	If you have Internet access, you can get help from the HP website at: **www.hp.com/support** The website also provides answers to frequently asked questions.
Readme file	After you install your software, you can access the Readme file (if any) from either the HP PSC CD-ROM or the HP PSC program folder. A Readme file contains late-breaking information that does not appear in the Reference Guide or the online help.
Dialog-box help (Windows only)	**For Windows**: Use one of the following ways to find information on a specific feature: • Right-click on the feature • Select the feature and press **F1** • Select the **?** in the upper-right corner then click on the feature

1 hp psc overview

Your HP PSC is ready when you are, as many features and functions of your HP PSC can be used without turning on your computer. Tasks such as making a copy, sending a fax, or printing photos from a photo memory card can be accomplished quickly and easily on your HP PSC.

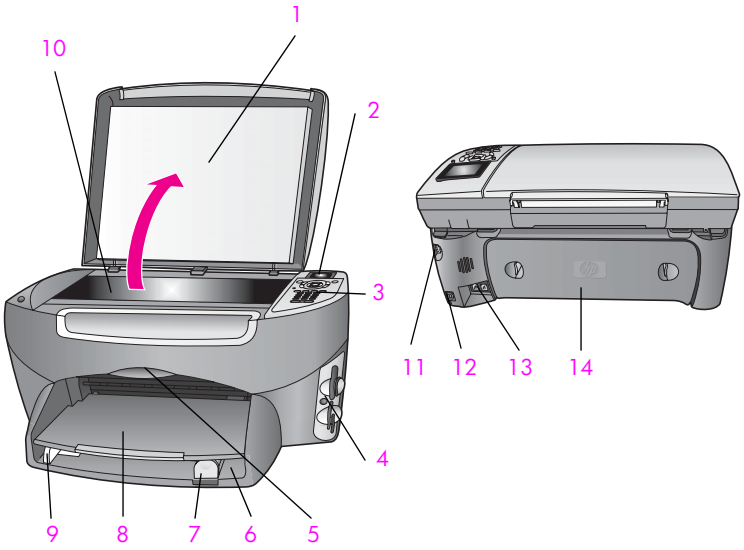
> **Tip:** You can do more with your HP PSC by using the HP Photo & Imaging Director (HP Director) software that you installed on your computer during the initial setup. The HP Director includes troubleshooting tips, product-specific help, and enhanced copy, fax, scan, and photo functionality. For more information on the use of the HP Director, see **use the hp director software to do more with your hp psc** on page 6.

This section contains the following topics:

- **the hp psc 2400 series at a glance** on page 2
- **front panel overview** on page 3
- **menu overview** on page 5
- **use the hp director software to do more with your hp psc** on page 6

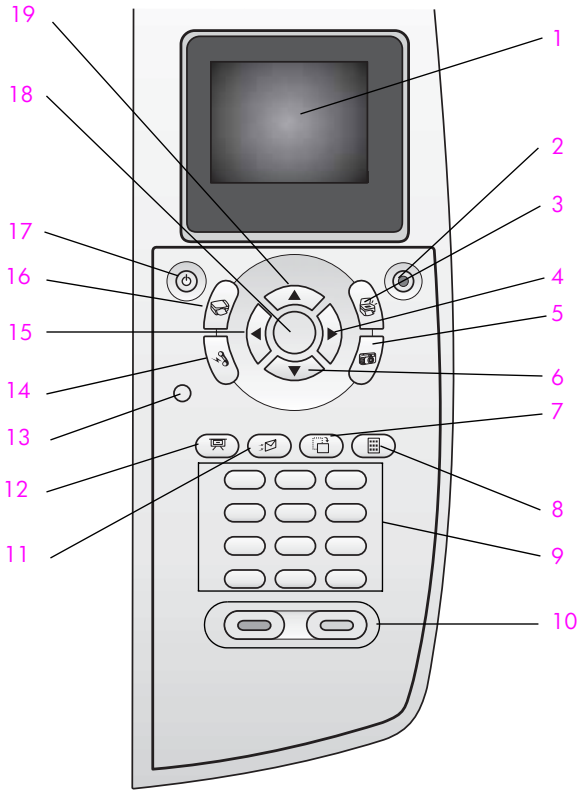
chapter 1

the hp psc 2400 series at a glance



feature	purpose
1	Lid
2	Color graphics display
3	Front panel
4	Memory card slots
5	Print-carriage access door
6	Input tray
7	Paper-length guide
8	Output tray
9	Paper-width guide
10	Glass
11	Power connection
12	USB port
13	Telephone and answering machine jacks
14	Rear cleanout door

front panel overview



button	purpose
1	**Color Graphics Display**: view menus, photos, and messages.
2	**Cancel**: stop a job, exit a menu, or exit settings.
3	**Scan**: select the scan function. When the button is lit, the scan function is selected.
4	**Right Arrow**: increase values, or go forward when viewing photos on the color graphics display.
5	**Photo**: select the photo function. When the button is lit, the photo function is selected. Use this button to print photos from a photo memory card or to save photos to your computer.
6	**Down Arrow**: navigate down through menu options.
7	**Rotate**: rotate the currently displayed photo on the color graphics display 90 degrees. Subsequent presses continue to rotate the photo 90 degrees.

button	purpose
8	**Proof Sheet**: print a proof sheet when a photo memory card has been inserted in a photo memory card slot. A proof sheet shows thumbnail views of all the photos on the photo memory card. You can select photos on the proof sheet, then print those photos by scanning the proof sheet.
9	**Keypad**: enter fax numbers, values, or text.
10	**Start Black**, **Start Color**: start a black or color copy, scan, fax, or photo memory card job.
11	**E-mail**: upload the current photo displayed on the color graphics display to the HP Photo & Imaging Gallery on your computer. The photo is ready to be e-mailed after you supply an e-mail address.
12	**Slide Show**: display all photos on the currently inserted photo memory card at three-second intervals.
13	**Setup**: access the menu system for reports, fax settings, and maintenance.
14	**Fax**: select the fax function. When the button is lit, the fax function is selected.
15	**Left Arrow**: decrease values, or go back when viewing photos on the color graphics display.
16	**Copy**: select the copy function. When the button is lit, the copy function is selected. This button is lit by default.
17	**On**: turn the HP PSC on or off. **Warning!** When the HP PSC is off, a minimal amount of power is still supplied to the device. Unplug the power cord to completely disconnect the power supply to the HP PSC.
18	**OK**: select a menu, setting, or value displayed on the color graphics display.
19	**Up Arrow**: navigate up through menu options.

menu overview

The following diagram provides a quick reference to top-level menus that appear on the HP PSC color graphics display.

Copy
1. Borderless
2. Reduce/Enlarge
3. Copy Quality
4. Paper Size
5. Paper Type
6. Lighter/Darker
7. Enhancements
8. Color Intensity
9. Set New Defaults

Scan
1. HP Photo & Imaging Gallery
2. HP Instant Share
3. Photo Memory Card

Note: Contents of this menu vary depending on the number of potential scan destinations on your computer.

Photo
1. Number of Copies
2. Borderless
3. Image Size
4. Paper Size
5. Paper Type
6. Layout Style
7. Borders and Frames
8. Transfer to computer
9. HP Instant Share
0. Set New Defaults

Fax
1. Resolution
2. Lighter/Darker
3. Set New Defaults

Slide Show

Note: Pressing this button displays all the photos on your photo memory card in sequence on the color graphics display.

Email

Note: Pressing this button uploads the currently displayed photo to the HP Photo & Imaging Gallery on your computer. You can e-mail it after you provide the appropriate e-mail address.

Rotate

Note: Pressing this button rotates the photo displayed in the color graphics display 90 degrees. Subsequent presses rotates the photo an additional 90 degrees.

Proof Sheet

1. Print Proof Sheet
2. Scan Proof Sheet

Setup

1. Print Report
2. Speed Dial Setup
3. Basic Fax Setup
4. Advanced Fax Setup
5. Tools
6. Network
7. Preferences

use the hp director software to do more with your hp psc

When you first install the HP PSC software on your computer during setup, the HP Director is automatically installed on your computer.

You can quickly and easily expand the functionality of your HP PSC. Look for boxes, like this one, throughout this guide that provide topic-specific tips, and helpful information for your projects.

This section contains the following topics:

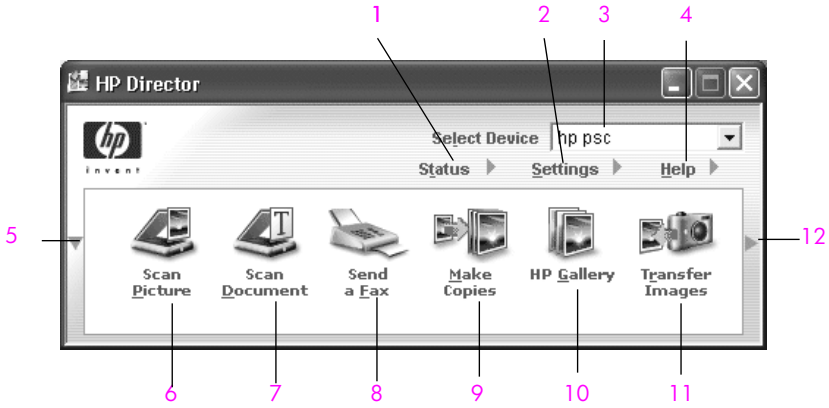
- **open the hp director for Windows users** on page 6
- **open the hp director for Macintosh users** on page 8

open the hp director for Windows users

1. Do one of the following:
   - Double-click the **HP Director** icon on the desktop.
   - In the Windows taskbar, click **Start**, point to **Programs** or **All Programs (XP)**, point to **Hewlett-Packard**, point to **HP PSC 2400 Series**, then select **HP Photo & Imaging Director**.
2. In the **Select Device** box, click to see a list of installed HP devices.
3. Select the **HP PSC 2400 Series**.
   The HP Director displays only the icons that are appropriate for the selected device.

Note: The icons in the HP Director graphic below might appear differently on your computer. The HP Director is customized to display icons associated with the HP device that is selected. If the selected device is not equipped with a particular feature or function, then the icon for that feature or function does not display in the HP Director.

Tip: If the HP Director on your computer does not contain any icons, an error might have occurred during the software installation. To correct this, use the Control Panel in Windows to completely uninstall the HP Director software, and then reinstall the HP Director. For more information, see **software and hardware installation troubleshooting** on page 137.



feature	purpose
1	**Status**: use this feature to display the current status of your HP PSC.
2	**Settings**: use this feature to view or change various settings for your HP PSC, such as print, scan, or copy, or fax.
3	**Select Device**: use this feature to select the device you want to use from the list of installed HP devices.
4	**Help**: use this feature to access the HP Photo & Imaging Help, which provides software help, a product tour, troubleshooting information for your HP PSC, and HP PSC product-specific help.
5	Click this arrow to display a second row of buttons if there are more than will fit on the first row.
6	**Scan Picture**: use this feature to scan an image and display it in the HP Photo & Imaging Gallery.
7	**Scan Document**: use this feature to scan text and display it in the selected text editing software program.
8	**Send a Fax**: use this feature to open the Fax dialog box so you can enter the appropriate information and then send your fax.

feature	purpose
9	**Make Copies**: use this feature to display the Copy dialog box where you can select the copy quality, number of copies, color, size, and then start a copy.
10	**HP Gallery**: use this feature to display the HP Photo & Imaging Gallery, where you can view and edit images, print photos in multiple sizes, make and print a photo album, share images through e-mail or a website, or make a multimedia CD.
11	**Transfer Images**: use this feature to transfer images from a photo memory card.
12	Click this arrow to display tool tips that explain each of the HP Director options.

open the hp director for Macintosh users

Use one of the following methods to launch or access the HP Director, depending on which Macintosh OS you are using.

open the hp director (all-in-one) using Macintosh OS X

If you are using Macintosh OS X, the HP Director is launched automatically during the HP Photo and Imaging software installation, and causes the HP Director (All-in-One) icon to be created in the Dock for your device. You access the device capabilities via the HP Director menu that is associated with the HP Director (All-in-One) icon.

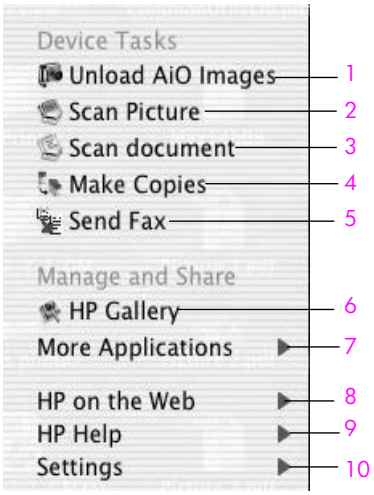
Tip: If you do not want the HP Director to launch automatically each time to start your Macintosh, you can change this setting in the HP Director Settings menu.

To display the HP Director menu:

- In the Dock, click the **HP Director (All-in-One)** icon for your device.

  The HP Director menu displays as shown below. Refer to the legend for a brief explanation of the HP Director features.

  Note: If you install more than one HP device, an HP Director icon for each device is displayed in the Dock. For example, if you have an HP scanner and an HP PSC installed, two HP Director icons are present in the Dock, one for each device. However, if you installed two of the same kind of device (for example, two HP PSC devices) only one HP Director icon is displayed in the Dock to represent all devices of that kind.



feature	purpose
1	**Unload AiO Images**: use this feature to unload images from a photo memory card.
2	**Scan Picture**: use this feature to scan an image and display it in the HP Photo and Imaging Gallery.
3	**Scan document**: use this feature to scan text and display it in the selected destination text editing software program.
4	**Make Copies**: use this feature to make a copy in black and white or color.
5	**Send Fax**: use this feature to open the fax dialog box so you can enter the appropriate information and then send your fax.
6	**HP Gallery**: use this feature to display the HP Photo and Imaging Gallery to view and edit images.
7	**More Applications**: use this feature to select other applications on your computer.
8	**HP on the Web**: use this feature to select an HP website.
9	**HP Help**: use this feature to select a source for help with your HP PSC.
10	**Settings**: use this feature to change device settings.

open the hp director using Macintosh OS 9

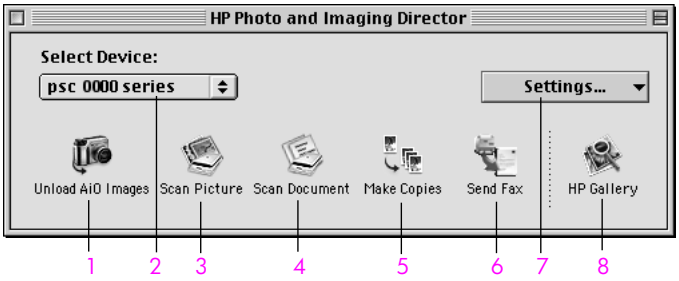
In Macintosh OS 9, the HP Director is launched automatically during the HP Photo and Imaging software installation, and causes the HP Director icon to appear as an alias on the desktop. Use one of the following methods to launch the HP Director:

- Double-click the **HP Photo and Imaging Director** alias on the desktop.
- Double-click **HP Photo and Imaging Director** in the Applications:Hewlett-Packard:HP Photo and Imaging Software:HP Photo and Imaging Director folder.

The HP Director displays only the icons that pertain to the selected device. For more information, see the onscreen hp photo and imaging help that came with your software.

The following figure shows some of the features available through the HP Photo and Imaging Director for Macintosh OS 9. Consult the legend for a brief explanation of specific features.

Note: The HP Photo and Imaging Director graphic below might appear differently on your computer. The HP Photo and Imaging Director is customized based upon the HP device that is selected. If your device is not equipped with a particular feature, then the icon for that feature will not display in the HP Photo and Imaging Director on your computer. Some HP devices might show additional buttons than shown below.



feature	purpose
1	**Unload AiO Images**: use this feature to unload images from a photo memory card.
2	**Select Device**: use this pull-down list to select the HP device you want to use.
3	**Scan Picture**: use this feature to scan an image and display it in the HP Photo and Imaging Gallery.
4	**Scan Document**: use this feature to scan text and display it in the selected destination text editing software program.
5	**Make Copies**: use this feature to make a copy in black and white or color.
6	**Send Fax**: use this feature to open the fax dialog box so you can enter the appropriate information and then send your fax.
7	**Settings**: use this pull-down list to provide access to device settings.
8	**HP Gallery**: use this feature to display the HP Photo and Imaging Gallery to view and edit images.

2 load originals and load paper

You can load many different types and sizes of paper in your HP PSC, including photo paper, transparencies, continuous banner paper, and envelopes. You can also change settings for paper types and paper sizes to get the highest quality copies from your HP PSC.

This section contains the following topics:

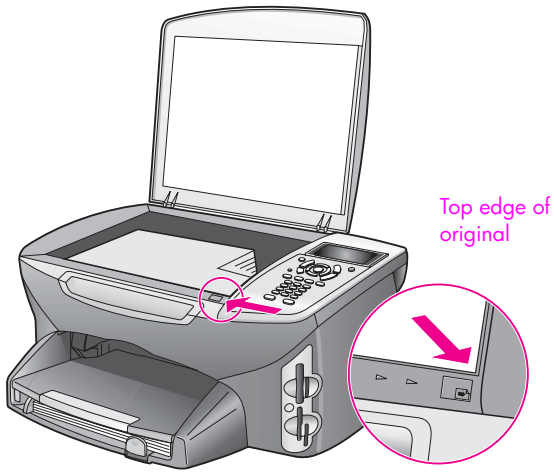
- load an original on page 11
- load paper on page 12
- load envelopes on page 14
- load 4 by 6 inch (10 by 15 cm) photo paper on page 15
- load postcards or Hagaki cards on page 15
- recommended papers on page 16
- load other types of paper in the input tray on page 16
- set the paper type on page 17
- set the paper size on page 18
- avoid jams on page 19

load an original

The following procedure describes how to load paper on the glass.

1 Load your original face down on the right front corner of the glass.

Tip: Refer to the diagram on the right front corner of your HP PSC for further assistance on loading an original.

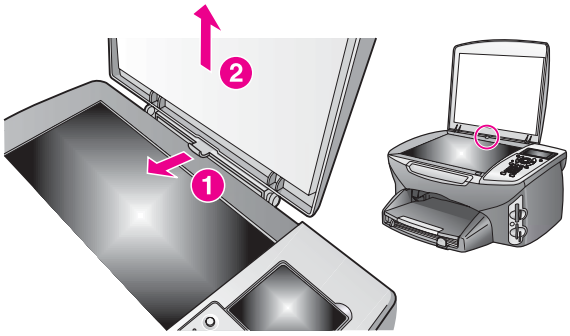


2 Press **Copy**, **Scan**, or **Fax** on the front panel to select the option you want to perform.

3 Press **Start Black** or **Start Color** on the front panel to start the job.

Note: Many of the Reduce/Enlarge options, such as Fit to Page or Poster, will not work correctly if the glass and lid backing are not clean. For more information, see **clean the glass** on page 79 and **clean the lid backing** on page 79.

Tip: You can copy or scan oversized originals by completely removing the lid from your HP PSC. To remove the lid on the HP PSC 2400 Series, lift the lid to the open position, and then pull the tab at the base of the lid upward. Your HP PSC functions normally with the lid removed. Replace the lid by inserting the tabs on the hinge back into the appropriate slot.



load paper

This section describes the basic procedure for loading paper into your HP PSC. There are specific considerations for loading certain types of paper, transparency film, postcards, and envelopes.

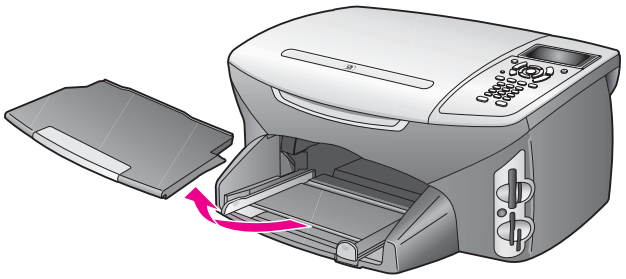
After you review this procedure, see **load envelopes** on page 14, **load 4 by 6 inch (10 by 15 cm) photo paper** on page 15, , and **load postcards or Hagaki cards** on page 15, **load other types of paper in the input tray** on page 16.

For best results, adjust the paper setting each time you change paper sizes. For more information, see **set the paper size** on page 18.

Tip: Help prevent rips, wrinkles, curled or bent edges by storing all media flat in a resealable bag. Extreme changes in temperature and humidity might result in curled media that does not work well in the HP PSC if the media is not stored properly.

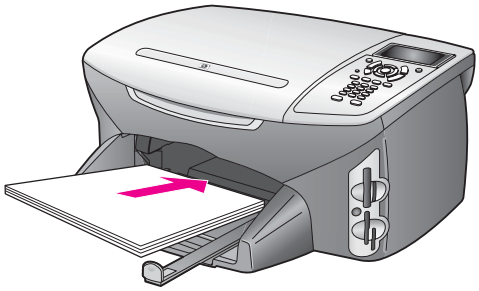
load the input tray

1 Remove the output tray, and slide the paper-width and paper-length guides to their outermost positions.

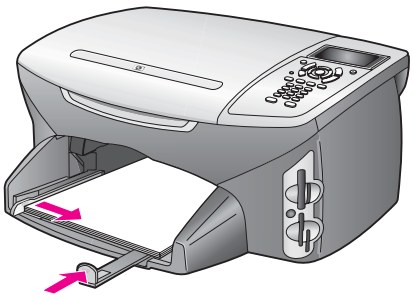


2 Tap a stack of paper on a flat surface to align the edges, and then check to make sure all of the paper in the stack is the same size and type.

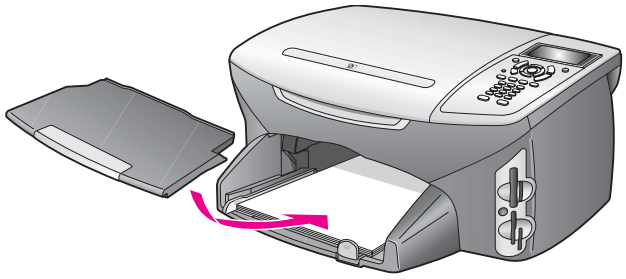
3 Slide the short edge of the paper forward into the input tray with the print side down until it stops. If you are using letterhead, insert the top of the page first with the print side down.



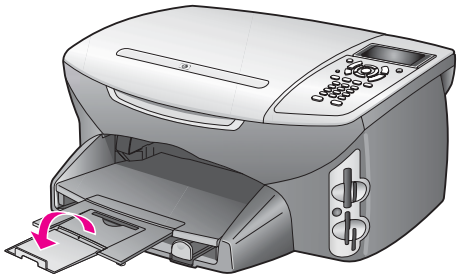
4 Slide the paper-width and paper-length guides inward until they stop at the edges of the paper. Make sure that the paper stack lies flat in the input tray and is stacked no higher than the paper-length guide.



5 Replace the output tray.



6 Extend the output tray extender to prevent printed paper from falling out of the output tray.



load envelopes

This section describes the basic procedure for loading envelopes into your HP PSC. Do not use shiny or embossed envelopes, or envelopes that have clasps or windows.

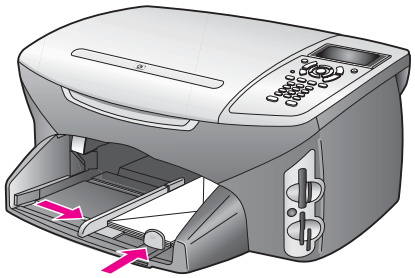
Note: Consult the help files in your word processing software for specific details on how to format text for printing on envelopes.

1 Before loading one or more envelopes, remove all paper from the input tray.

2 Insert one or more envelopes into the input tray with the envelope flaps up and to the left. Slide the stack of envelopes forward until it stops.

3 Slide the paper-length and paper-width guides inward against the stack of envelopes until they stop.

Do not overload the input tray; make sure the stack of envelopes fits within the input tray and is no higher than the top of the paper-length guide.



load 4 by 6 inch (10 by 15 cm) photo paper

The following describes the procedure for loading 4 by 6 inch (10 by 15 cm) photo paper into your HP PSC.

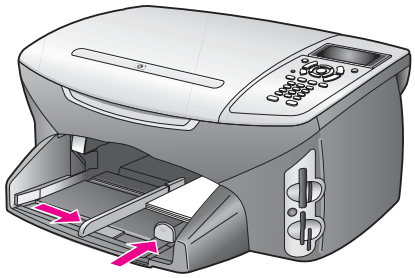
Note: For the best results, use a recommended type of 4 by 6 inch (10 by 15 cm) photo paper. For more information, see **recommended papers** on page 16. In addition, for best results, set the paper type and paper size before printing. For more information, see **set the paper type** on page 17 and **set the paper size** on page 18.

Tip: Help prevent rips, wrinkles, curled or bent edges by storing all media flat in a resealable bag. Extreme changes in temperature and humidity might result in curled media that does not work well in the HP PSC if the media is not stored properly.

1. Remove the output tray.
2. Remove all paper from the input tray.

   Note: If the photo paper you are using has perforated tabs, load the photo paper so that the tabs are closest to you.
3. Slide the stack of photo paper (short edge forward, glossy side down) completely forward and to the far right side of the input tray until it stops.

   Tip: Refer to the diagram on the input tray of your HP PSC for further assistance on loading 4 by 6 inch (10 by 15 cm) photo paper.
4. Slide the paper-length and paper-width guides inward against the stack of photo paper until they stop. Make sure the paper is laying flat. Do not overload the input tray; make sure the stack of photo paper fits within the input tray and is no higher than the top of the paper-length guide.



5. Replace the output tray.

load postcards or Hagaki cards

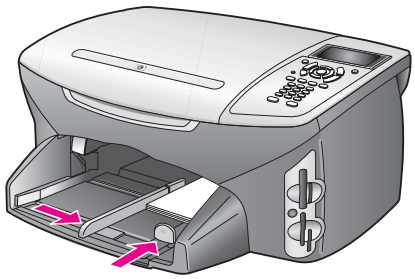
The following describes the procedure for loading postcards or Hagaki cards into your HP PSC.

1. Remove the output tray.
2. Remove all paper from the input tray, and then slide a stack of cards forward into the input tray until it stops.

   Make sure the print side faces down.

3 Slide the paper-length and paper-width guides inward against the stack of cards until they stop.

Make sure the cards fit within the tray (do not overload it). The stack should be no higher than the top of the paper-width guide.



4 Replace the output tray.

recommended papers

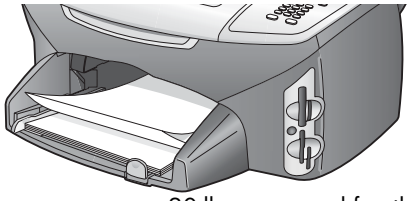
If you want the best print quality, HP recommends HP papers. Using paper that is too thin, paper that has a slick texture, or paper that stretches easily can cause paper jams. Using paper that has a heavy texture or does not accept ink can cause printed images to smear, bleed, or not fill in completely. For more information about HP Premium Inkjet papers, go to the HP website:

www.hp.com/support

load other types of paper in the input tray

The following table provides guidelines for loading certain types of paper and transparency film. For best results, adjust the paper settings each time you change paper sizes. For more information, see **set the paper size** on page 18.

paper	tips
HP papers	• HP Premium Paper: Locate the gray arrow on the nonprinting side of the paper, and then insert paper with the arrow side facing up. • HP Premium Inkjet Transparency Film: Insert the film so that the white transparency strip (with arrows and the HP logo) is on top and is going into the input tray first. • HP Iron-On Transfer: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until you are ready to use them.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up). • HP Matte Greeting Cards, HP Glossy Greeting Cards, or HP Textured Greeting Cards: Insert a small stack of HP greeting-card paper, with the print side down, into the input tray until it stops.

paper	tips
Labels (work only with printing)	• Always use letter or A4 label sheets designed for use with HP inkjet products (such as Avery Inkjet Labels), and make sure that the labels are not over two years old. • Fan the stack of labels to make sure none of the pages are sticking together. • Place a stack of label sheets on top of standard paper in the input tray, print side down. Do *not* insert labels one sheet at a time.
Continuous (banner) paper (works only with printing)	Continuous banner paper is also known as computer or z-fold paper. • Before loading banner paper, remove all other paper from the input tray, then remove the output tray. Leave the output tray off of the HP PSC while the banner prints to prevent the continuous banner paper from tearing. Remove the output tray. Insert the unattached edge of the paper into the input tray.  • If you use non-HP banner paper, use 20-lb. paper and fan the paper before loading it. • Verify that the stack of banner paper contains at least five pages in the stack. • Carefully tear off the perforated edge strips from both sides of the paper stack, if any, and unfold and refold the paper to make sure the pages do not stick together. • Put the paper in the input tray so that the unattached edge is at the top of the stack. Insert the first edge into the input tray until it stops, as shown in the illustration above.

set the paper type

The following procedure describes how to set the paper type for Copy and Photo options. Select the Paper Type setting that matches the paper or transparency film you are using.

Note: When printing from your computer, set the paper type properties in the Print dialog box of the software application.

This section contains the following topics:

- **set paper type from the copy menu** on page 17
- **set paper type from the photo menu** on page 18

set paper type from the copy menu

1. Press **Copy** twice, and then press **5**.
   This displays the Copy Menu and then selects Paper Type.
2. Press ▼ to highlight a paper type setting, and then press **OK**.

set paper type from the photo menu

1. Press **Photo** twice, and then press **5**.
   This displays the Photo Menu and selects Paper Type.
2. Press ▼ to highlight a paper type setting, and then press **OK**.

set the paper size

The following procedure describes how to set the paper size for Copy, Photo, and Fax options. Select the Paper Size setting that matches the paper or transparency film you are using.

Note: When printing from your computer, set the paper size properties in the Print dialog box of the software application.

This section contains the following topics:

- **set the paper size from the copy menu** on page 18
- **set the paper size from the photo menu** on page 18
- **set the paper size for receiving a fax** on page 18

set the paper size from the copy menu

1. Press **Copy** twice, and then press **4**.
   This selects the Copy Menu and then Paper Size.
2. Press ▼ to highlight a paper size setting, and then press **OK**.

set the paper size from the photo menu

1. Press **Photo** twice, and then press **4**.
   This selects the Photo Menu and then Paper Size.
2. Press ▼ to highlight a paper size setting, and then press **OK**.

set the paper size for receiving a fax

You can select the paper size for received faxes. The paper size selected should match what is loaded in your input tray. Faxes can be printed on letter, A4, or legal paper only.

Note: If an incorrect paper size is loaded in the input tray when a fax is received, the fax will not print. Load letter, A4, or legal paper, and then press OK to print the fax.

1. Press **Setup**.
2. Press **3**, and then press **4**.
   This selects Basic Fax Setup and then Paper Size.
3. Press ▼ to highlight an option, and then press **OK**.

avoid jams

To help avoid paper jams, follow these guidelines:

- Prevent curled or wrinkled paper by storing all supplies of media flat in a resealable bag.
- Remove printed papers from the output tray frequently.
- Ensure that media loaded in the input tray lay flat and the edges are not bent or torn.
- Do not combine different paper types and paper sizes in the input tray; load the same paper type and paper size in the input tray.
- Adjust paper guides in the input tray to fit snugly against all media. Make sure the paper guides do not bend the media in the input tray.
- Do not force media too far forward in the input tray.
- Use paper types that are recommended for your HP PSC.

3 use a photo memory card

The HP PSC can access the memory cards used in almost any digital camera so you can print, store, manage, and share your digital photos in some very exciting ways.

This section contains the following topics:

- **what is a memory card?** on page 21
- **insert a memory card and save the files to your computer** on page 22
- **print photos from a proof sheet** on page 23
- **set photo print options** on page 26
- **print photos directly from a memory card** on page 28
- **view photos in a slide show** on page 31
- **share digital photos through hp instant share** on page 32
- **use the hp photo & imaging gallery** on page 33

what is a memory card?

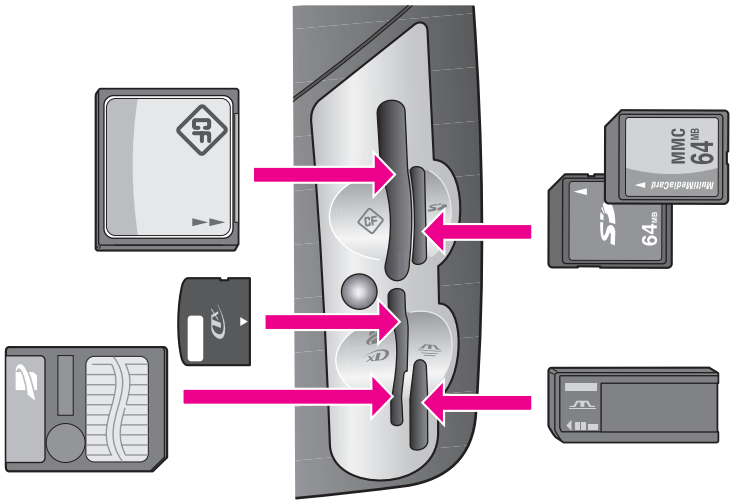
If your digital camera uses a memory card to store photos, you can insert the memory card in your HP PSC to print or save your photos.

You can print a proof sheet, which might be several pages long and shows thumbnail views of photos stored on the memory card, and print photos from the memory card, even if your HP PSC is not connected to a computer.

Your HP PSC can read CompactFlash (I, II), Memory Sticks, MultiMediaCard (MMC), Secure Digital, SmartMedia, and xD memory cards.

> **Note:** You can scan a document and send the scanned image to an inserted memory card. See **send the scan to a memory card loaded in your hp psc** on page 53 for details.

Your HP PSC features four slots for memory cards, shown in the illustration on the next page, with the memory cards that correspond to each slot.



The slots are configured as follows:

- Top left slot: CompactFlash (I, II)
- Top right slot: Secure Digital, MultiMediaCard (MMC)
- Bottom left slot: SmartMedia, xD (fits in top right of the slot)
- Bottom right slot: Memory Stick, Magic Gate Memory Stick, Memory Stick Duo (with user-supplied adapter), Memory Stick Pro

Warning! By default, Windows XP will format a memory card of 8 MB or less and 64 MB or more with the FAT32 format. Digital cameras and other devices use the FAT (FAT16 or FAT12) format and cannot operate with a FAT32 formatted card. Either format your card in your camera or select FAT format to format your card in a Windows XP PC.

insert a memory card and save the files to your computer

After you take photos with your digital camera, you can print them immediately or save them directly to your computer.

Note: You can only use one memory card in your HP PSC at a time.

1. Insert the memory card into the appropriate slot on your HP PSC.

   When the memory card is inserted correctly, the Photo button on the front panel begins to blink.

   If you insert a memory card backwards, the LED next to the card slots blinks amber and the color graphics display might display an error message such as “Card is in backwards” or “Card is not fully inserted.”

2. **Reading photos...** appears on the color graphics display. The LED next to the card slots blinks green when the card is being accessed.

   Warning! Never attempt to remove a memory card while it is being accessed. Doing so can damage files on the card. You can safely remove a card only when the LED next to the slots remains on and is not blinking.

3 If there are photo files on the card that have never been transferred before, a pop-up on your computer asks you whether you want to save the photo files to your computer.

4 Click the option to save.

This saves all the new photos from the memory card to your computer by using the HP PSC software.

Note: You can also use the front panel to transfer memory card files to an attached computer. Press Photo, and then 8 to choose Transfer to computer. Follow the prompts on the computer. In addition, the memory card appears as a drive on your computer. You can go to your computer and simply move the photo files from the memory card "drive" to the desktop.

For Windows: by default, files are saved in month and year folders depending on when the photos were taken. The folders are created under the **C:\Documents and Settings\username\My Documents\My Pictures** folder in Windows XP and Windows 2000.

For Macintosh: by default, files are saved to the computer at the location **Hard Drive:Documents:HP All-in-One Data:Photos** folder (OS 9) or **Hard Drive:Users:User Name:Pictures:HP Photos** folder (OS X).

If there are no new files, when the HP PSC finishes reading the card, the Photo button stops blinking and stays on. The LED next to the card slots remains on. The first photo on the card appears on the color graphics display.

To navigate through the photos on the card, press ◄ or ► to move backward or forward through the photos, one photo at a time. Press and hold ◄ or ► to move rapidly backward or forward through the photos.

Is your hard disk full? If your computer is equipped with an internal or external CD writer, you can organize large collections of digital photos on CDs by using the Memories Disc feature available through the HP Photo and Imaging Director. Just start the HP Director and click HP Gallery. Click the Make CD tab to begin collecting, organizing, and cataloging your images on CDs.

print photos from a proof sheet

A proof sheet is a simple and convenient way to select photos and make prints directly from a memory card without the need for a computer. A proof sheet, which might be several pages long, shows thumbnail views of photos stored on the memory card. The file name, index number, and date appear under each thumbnail. Proof sheets are also a quick way to create a printed catalog of your digital photos.

This section contains the following topics:

- **print a proof sheet** on page 24
- **complete the proof sheet** on page 24
- **print photos by scanning a proof sheet** on page 26

Tip: You can optimize the quality of the photos you print with your HP PSC by purchasing a photo print cartridge. Remove the black print cartridge and insert the photo print cartridge in its place. With the tri-color print cartridge and photo print cartridge installed, you have a six-ink system, which provides enhanced quality photos. When you want to print regular text documents, swap the black print cartridge back in.

For more information, see **order supplies** on page 77.

Do you want to do more than just print your photos? You can enhance and edit digital photos before printing them by using the HP Image Editor available through the HP Director. Just start the HP Director and click HP Gallery. Select the photo you want to edit, and click Image Editor in the top pane. Add text or special effects to the photo, improve a poor quality photo, or get rid of red eye. Macintosh users can simply double-click an image in the HP Gallery to open it for editing in an Image Window.

print a proof sheet

1. Insert the memory card into the appropriate slot on your HP PSC.
2. Press **Proof Sheet**, and then press **1**.
   This displays the Proof Sheet Menu and then selects Print Proof Sheet.

   Note: Depending on how many photos are on the memory card, the time it takes to print a proof sheet can vary greatly.
3. If there are more than 20 photos on the card, the **Select Photos Menu** appears. Press the number next to the command you want to select:
   - **1. All**
   - **2. Last 20**
   - **3. Custom Range**

   Note: Use the proof sheet index number to select which photos to print for a custom range. This number might be different from the number associated with the photo on your digital camera. If you add photos to, or delete photos from, your memory card, you need to reprint the proof sheet to see the new index numbers.
4. If you choose Custom Range, enter the photo index numbers for the first and last photos you want to print as prompted.

   Note: You can erase index numbers by pressing ◄ to backspace.

complete the proof sheet

After you have printed a proof sheet, as described in **print a proof sheet** on page 24, you can select photos to be printed.

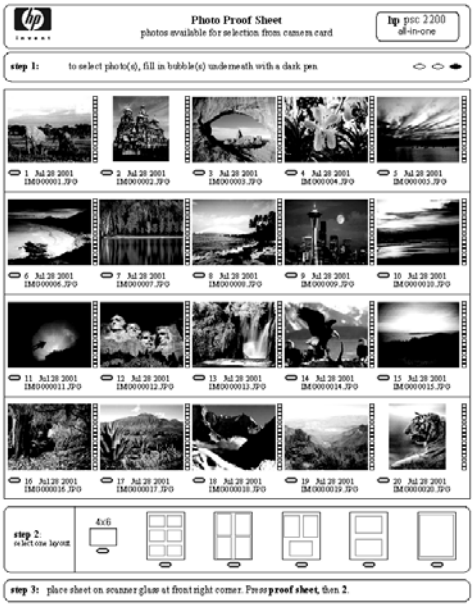
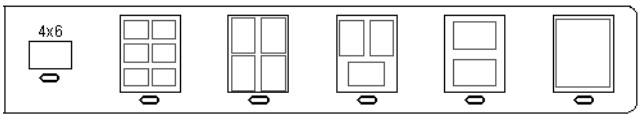


Photo Proof Sheet
photos available for selection from camera card
hp psc 2200 all-in-one
step 1: to select photo(s), fill in bubble(s) underneath with a dark pen
step 2. select one layout
4x6
step 3: place sheet on scanner glass at front right corner. Press proof sheet, then 2.

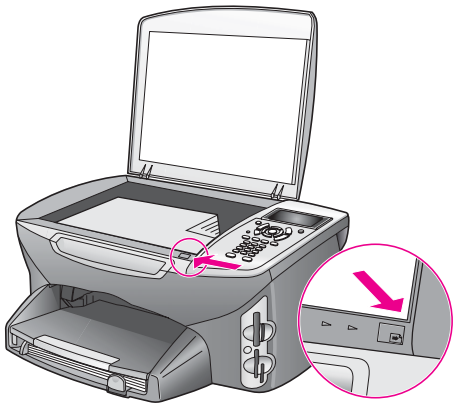
1 Select the photos to print by using a dark pen or pencil to fill in the circles located underneath the thumbnail images on the proof sheet.

2 Select one layout style by filling in a circle in step 2 of the proof sheet.



Note: If you need more control over print settings than the proof sheet provides, you can print photos directly from the front panel. See **print photos directly from a memory card** on page 28.

3 Place the completed proof sheet face down on the right front corner of the glass with the top of the sheet touching the right edge, and then close the lid.



print photos by scanning a proof sheet

Tip: Make sure the glass of the HP PSC is completely clean or the proof sheet might not scan properly. See **clean the glass** on page 79 for instructions.

1. Load the appropriate paper, such as photo paper, in the input tray. Make sure the same memory card you used to print a proof sheet is still in the slot when you scan that proof sheet.
2. Press **Proof Sheet**, and then press **2**.
   This displays the Proof Sheet Menu and then selects Scan Proof Sheet.
   The HP PSC scans the proof sheet and prints the selected photos.

set photo print options

You can control many aspects of how your HP PSC prints photos directly from the front panel, including paper type and size, layout, and more.

This section contains the following topics:

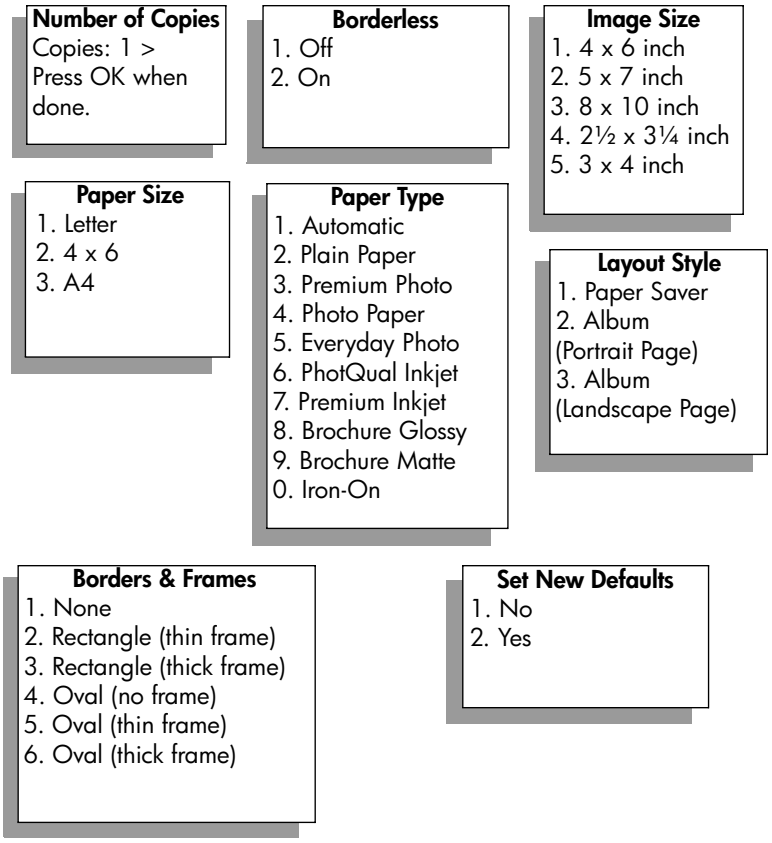
- **change photo menu print options** on page 27
- **set new print photo defaults** on page 28

You access and set photo print options through the Photo Menu available through the front panel.

1. Make sure the memory card is inserted into the appropriate slot on your HP PSC.
2. Press **Photo**.
   The **Photo Menu** appears.

Photo Menu
1. Number of Copies
2. Borderless
3. Image Size
4. Paper Size
5. Paper Type
6. Layout Style
7. Borders and Frames
8. Transfer to computer
9. HP Instant Share
0. Set New Defaults

3. Press the number next to the option you want to change.
   The Photo Menu gives you access to a variety of settings that affect the way digital photos print, including number of copies, paper types, and so on, as shown in the following illustration. The default measurements and sizes vary according to country/region.



change photo menu print options

You change each of the Photo Menu print options in the same general way.

1. Press **Photo**, and then press the number next to the option you want to change. You can scroll through the **Photo Menu** by pressing ▼ on the front panel to see all the options.

   The currently selected option is highlighted, and its default setting (if any) appears at the bottom of the menu.

2. Make the change to the setting, and then press **OK**.

   Note: Press Photo again to exit the Photo Menu and return to the photo display.

borderless print

This setting turns borderless printing on or off. Borderless printing lets you create professional quality photo prints. When the Borderless option is on, the Image Size, Layout Style, and Borders and Frames options become grayed out on the Photo Menu. Any choices on other menus that are unsupported for borderless printing are also grayed out. You still need to select a paper size and paper type, and load the appropriate paper in the input tray.

select image size

This setting lets you select the size of the photo image to be printed.

select paper size

This setting lets you select the paper size for the current print job.

select paper type

This setting lets you select the best paper type for the current print job. The default Automatic value lets the HP PSC detect and set the paper type using a sensor. The paper types shown in this setting vary depending on the paper size currently selected.

select layout style

The Paper Saver layout style fits as many photos on the paper as possible, rotating and cropping photos if necessary.

The Album layout styles keep the orientation of the original photos. Album (Portrait Page) and Album (Landscape Page) refer to the orientation of the page, not the photos themselves. Some cropping might occur.

select borders and frames

This option places the chosen border as a frame around all photos in the current print job.

set new print photo defaults

You can change the print photo defaults from the front panel.

1. Press **Photo**.
   The Photo Menu appears.
2. Make changes to any option as needed.
   You automatically return to the Photo Menu when you confirm a new setting for any option.
3. Press **0** when at the **Photo Menu**, and then press **OK** when prompted to set new defaults.
   All the current settings become the new photo defaults.

print photos directly from a memory card

You can insert a memory card in your HP PSC and use the front panel to print photos directly from the memory card.

This section contains the following topics:

- **print individual photos** on page 29
- **create borderless prints** on page 29
- **deselect photos** on page 30
- **use quick print to print the current photo** on page 30
- **print a DPOF file** on page 30

Note: When printing photos, you should select options for the correct paper type and photo enhancement. See **set photo print options** on page 26 for details. You might also want to use the photo print cartridge for superior print quality. See **work with print cartridges** on page 80 for more information.

You can do more than simply print your digital photos if you use the HP Photo & Imaging Gallery feature of the HP Director. This software lets you use digital photos for iron-on transfers, posters, banners, stickers, and other creative projects.

print individual photos

You can print photos directly from the front panel without using a proof sheet.

1. Insert the memory card into the appropriate slot on your HP PSC.
   The Photo button lights up.
2. Display a photo on the color graphics display and press **OK** to select it for printing. A selected photo bears a checkmark. Use ◄ or ► to move backward or forward through the photos, one photo at a time. Press and hold ◄ or ► to move rapidly through the photos.

   Note: You can also select photos by entering the index numbers of the photos you want to print. Use the pound key (#) to specify a range: 21-30. Press OK when you are finished entering the photo index numbers. If you don't know the photo index number, print a photo proof sheet before selecting individual photos to print.
3. Press **Photo** to display the **Photo Menu**, and then modify memory card print options, such as paper type, page size, and so on. Any changes you make to the default settings revert after the print job is completed.
4. Press **Start Black** or **Start Color** to print the selected photos.

   Tip: You can press the Rotate button on the front panel to rotate the current photo for this print job. The photo returns to its normal orientation after you print it.

create borderless prints

An exceptional feature of your HP PSC is its ability to turn the digital photos on a memory card into professional, borderless prints.

1. Insert the memory card into the appropriate slot on your HP PSC.
   The Photo button lights up.
2. Display a photo on the color graphics display and press **OK** to select it for printing. A selected photo bears a checkmark. Use ◄ or ► to move backward or forward through the photos, one photo at a time. Press and hold ◄ or ► to move rapidly through the photos.

   Note: You can also select photos by entering the index numbers of the photos you want to print. Use the pound key (#) to specify a range: 21-30. Press OK when you finish entering the photo index numbers.
3. Press **Photo**, and then press **2**.
   This displays the Photo Menu and then selects Borderless.

4 Press **2** to turn **Borderless** on.

When the Borderless option is active, the Image Size, Layout Style, and Borders and Frames options become grayed out on the Photo Menu. Any choices on other menus that are unsupported for borderless printing are also grayed out.

5 Select a paper type and paper size from the **Paper Type** and **Paper Size** menus. Only choices appropriate to borderless printing are available.

6 Make sure you have photo paper of the appropriate size loaded in the paper tray. A prompt on the HP PSC reminds you to do this.

7 Press **Start Black** or **Start Color** to print the selected photos as borderless prints.

deselect photos

You can deselect photos from the front panel.

› Do one of the following:
- Press **OK** to deselect the photo shown in the display.
- Press **Cancel** twice to deselect all photos.

use quick print to print the current photo

The Quick Print feature lets you easily print the photo currently being viewed on the color graphics display:

1 Insert the memory card into the appropriate slot on your HP PSC.

2 Navigate to a photo you want to print.

3 Press **Start Black** or **Start Color** to print the photo using the current settings.

print a DPOF file

The Digital Print Order Format (DPOF) is an industry-standard file that can be created by some digital cameras. Camera-selected photos are photos you marked for printing with your digital camera. When you select photos with your camera, the camera creates a Digital Print Order Format (DPOF) file that identifies which photos have been tagged for printing. Your HP PSC can read the DPOF file from the memory card so you do not have to reselect the photos to print.

Note: Not all digital cameras allow you to tag your photos for printing. See your digital camera documentation to see if it supports Digital Print Order Format (DPOF). Your HP PSC supports DPOF file format 1.1.

When you print camera-selected photos, the HP PSC print settings do not apply; the settings in the DPOF file for photo layout and number of copies override those of your HP PSC.

The DPOF file is stored by the digital camera on a memory card and specifies the following information:

- Which photos to print
- The quantity of each photo to be printed

to print camera-selected photos

1. Insert the memory card into the appropriate slot on your HP PSC. If there are DPOF-tagged photos on the card, the **Print DPOF Photos** prompt appears on the color graphics display.
2. Do one of the following:
   - Press **1** to print all DPOF-tagged photos on the memory card.
   - Press **2** to bypass DPOF printing.

view photos in a slide show

The Slide Show button on the front panel lets you view all the photos on a memory card as a slide show.

1. Make sure that the memory card is inserted into the appropriate slot on your HP PSC.

   The Photo button lights up.
2. Press **Slide Show** to begin the slide show.

   Tip: If you want to print the photo currently being viewed in a slide show, press Start Black or Start Color while it is being displayed.
3. Press **Cancel** to end the slide show.

Do your slide shows lack excitement? If your computer is equipped with an internal or external CD writer, you can create multimedia presentations of your photo collections by using the Memories Disc feature available through the HP Director. Just start the HP Director and open the HP Photo & Imaging Gallery. Click the Make CD tab to begin creating a movie-like presentation of selected photos. You can add music, titles, and much more. On a Macintosh see the **hp gallery** section in the **hp photo and imaging help** book for information on the Memories Disc.

change the speed of the slide show

You can change the speed of the slide show by changing the interval between slides:

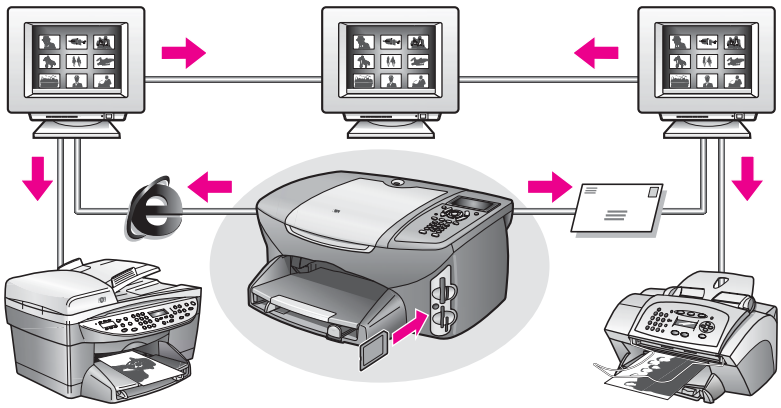
1. Press **Setup** twice.
2. Press **7**, and then press **3**.

   This displays the Preferences Menu and then selects Prompt Delay Time.
3. Choose from the following options by pressing the number next to the appropriate speed:
   - **1. Normal** (the default of 5 seconds)
   - **2. Fast** (3 seconds)
   - **3. Slow** (10 seconds)

share digital photos through hp instant share

The HP PSC and its software can help you share photos with friends and family members:

- Through e-mail
- In online albums
- As quality prints



This section contains the following topics:

- share photos through e-mail on page 32
- share photos online through hp instant share (Windows only) on page 33

Note: You can only use HP Instant Share with the HP PSC if you have the HP PSC connected to a computer with Internet access and with the HP Photo & Imaging Gallery (HP Gallery) software installed.

share photos through e-mail

The E-mail button on your HP PSC lets you easily send the selected photo to anyone with an e-mail account.

1. Navigate to a photo you want to send and press **OK** to select it.
2. Press **E-mail**.

   For Windows: Your HP PSC transfers the selected photo to the HP Gallery. The path and filename of the digital image are shown in the tray at the bottom of the window. For information on sending the specified image to someone as an e-mail attachment, see use the e-mail button on page 132.

   For Macintosh: Your HP PSC transfers the selected photo to your Macintosh. You can then send it as an e-mail attachment by following the prompts on your Macintosh. For more information, see the **hp imaging gallery** section in the **hp photo and imaging help** book.

share photos online through hp instant share (Windows only)

You can share photos with family and friends by making them available in online albums at special websites through HP Instant Share.

1. Select one or more photos.
2. Press **Photo**, and then press **9**.

   Your HP PSC transfers the selected photo(s) to the HP Gallery. The path and filename of the selected images are shown in the tray at the bottom of the window.
3. Follow the prompts on your computer to select an HP Instant Share destination.

use the hp photo & imaging gallery

You can use the HP Gallery for viewing and editing image files. You can print images, send images by e-mail or fax to family and friends, upload images to a website, or use images in fun and creative printing projects with the HP Gallery. HP software lets you do all this and much more. Explore the software to take full advantage of the features of your HP PSC.

For Windows: If you want to open the HP Gallery at a later time, open the HP Director and click the HP Gallery icon.

For Macintosh: If you want to open the HP Gallery at a later time, open the HP Director and click HP Gallery (OS 9) or click HP Director in the Dock and select HP Gallery from the Manage and Share section of the HP Director menu (OS X).

4 use the copy features

The HP PSC enables you to produce high-quality color and black-and-white copies on a variety of paper types, including iron-on transfers. You can enlarge or reduce the size of an original to fit a specific paper size, adjust the copy's darkness and color intensity, and use special features to create a poster, make many sizes of photos, and create transparencies.

This section contains the following topics:

- **overview** on page 35
- **copy a two-page black-and-white document** on page 37
- **make a 4 by 6 inch (10 by 15 cm) borderless copy of a photo** on page 38
- **make multiple copies of the same original** on page 40
- **copy a 4 by 6 inch (10 by 15 cm) photo onto a full-size page** on page 41
- **copy a photo several times on one page** on page 43
- **resize an original to fit onto letter paper** on page 44
- **copy a washed-out original** on page 46
- **copy a document that has been faxed several times** on page 46
- **enhance light areas of your copy** on page 47
- **make a poster** on page 48
- **prepare a color t-shirt transfer** on page 49
- **stop copying** on page 50

overview

You can make copies by using the front panel of your HP PSC or by using the HP Photo & Imaging Director (HP Director) software on your computer. Many copy features are available through either method. However, you might find that the software offers easier access to special copy features.

This section explains how to perform common copy tasks from the HP PSC front panel only. For information on performing copy tasks from the HP Director, see the onscreen **hp photo & imaging help** that came with your software.

This section contains the following topics:

- **increase copy speed or quality** on page 36
- **change default copy settings** on page 36

increase copy speed or quality

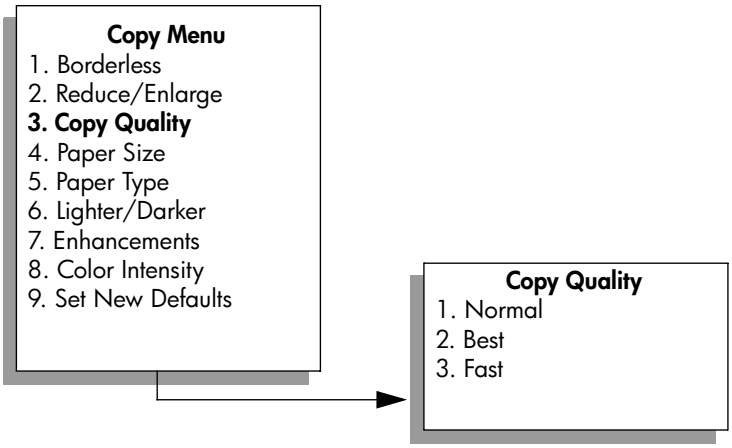
The HP PSC provides three options that affect copy speed and quality.

- Normal delivers high-quality output and is the recommended setting for most of your copying. Normal copies faster than Best.
- Best produces the highest quality for all paper and eliminates the banding (striping) effect that sometimes occurs in solid areas. Best copies more slowly than the other quality settings.
- Fast copies faster than the Normal setting. The text is of comparable quality to the Normal setting, but the graphics might be of lower quality. Using Fast cuts down on the frequency of replacing your print cartridges, because it uses less ink.

1 Load your original face down on the right front corner of the glass.

2 Press **Copy** twice, and then press **3**.

This displays the Copy Menu and then selects Copy Quality.



3 Press ▼ to highlight a quality setting, and then press **OK**.

4 Press **Start Black** or **Start Color**.

change default copy settings

When you change copy settings from the front panel or the HP Director, they apply only to the current copy job. To apply copy settings to all future copy jobs, you can save the settings as defaults.

1 Make any needed changes to the settings in the **Copy Menu**.

2 Press **9** to select **Set New Defaults** from the **Copy Menu**.

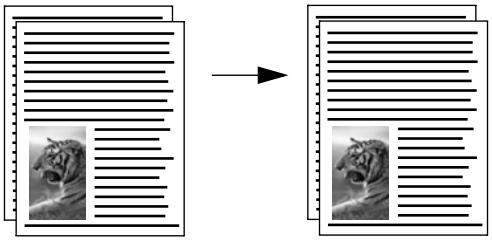
Copy Menu
1. Borderless
2. Reduce/Enlarge
3. Copy Quality
4. Paper Size
5. Paper Type
6. Lighter/Darker
7. Enhancements
8. Color Intensity
9. Set New Defaults

3 Press **OK** to accept the settings as the new default settings.

The settings you specify here are only saved on the HP PSC itself. They do not adjust the settings in the software. If you use the HP Director software to control the settings on copies you make, you should set your most frequently used settings as the defaults in the HP Copy dialog box. To learn how, see the onscreen **hp photo & imaging help** that came with your software.

copy a two-page black-and-white document

You can use the HP PSC to copy a single- or multiple-page document in color or black and white. In this example, the HP PSC is used to copy a two-page black-and-white original.

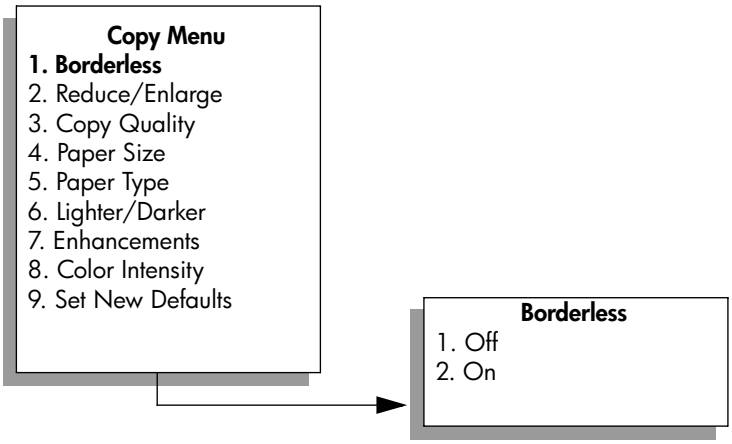


1 Load the first page of your original face down on the right front corner of the glass.
2 Press **Copy**, if not already lit.
3 Press **Start Black**.
4 Remove the first page from the glass and load the second page.
5 Press **Start Black**.

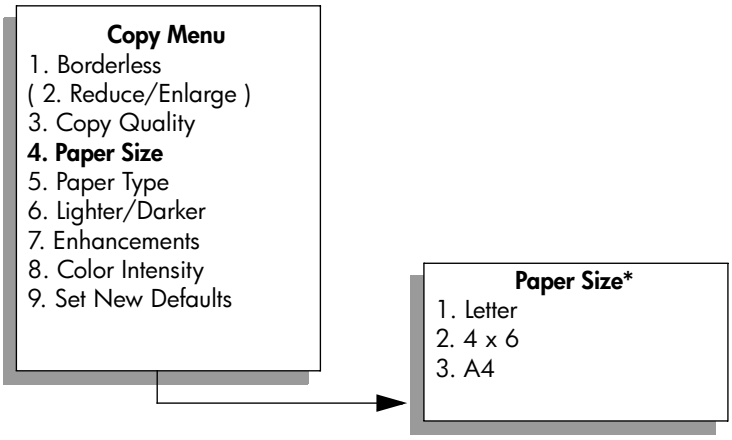
make a 4 by 6 inch (10 by 15 cm) borderless copy of a photo

For the best quality when copying a photo, make sure you select options for the correct paper type and photo enhancement. You might also want to use the photo print cartridge for superior print quality. With the tri-color and photo print cartridges installed, you have a six-ink system. See use a photo print cartridge on page 85 for more information.

1. Load your original photo face down on the right front corner of the glass. Position the photo on the glass so the long edge of the photo is along the front edge of the glass.
2. Load 4 by 6 inch (10 by 15 cm) photo paper in the input tray.
3. Press **Copy** twice, and then press **1**.
   This displays the Copy Menu and then selects Borderless.



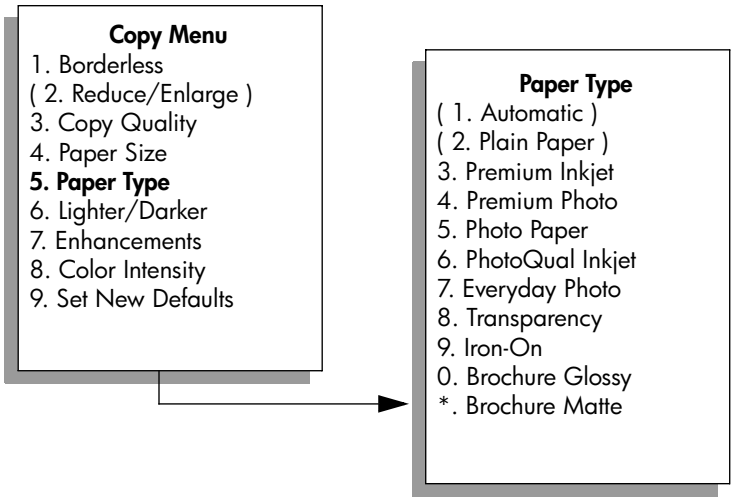
4. Press ▼ to highlight **On**, and then press **OK**.
   The Reduce/Enlarge menu becomes disabled so that you cannot access it.
5. Press **4** to select **Paper Size** from the **Copy Menu**.



***The paper sizes available vary by country/region.**

6 Press ▼ to highlight **4 x 6**, and then press **OK**.

7 Press **5** to select **Paper Type** from the **Copy Menu**.

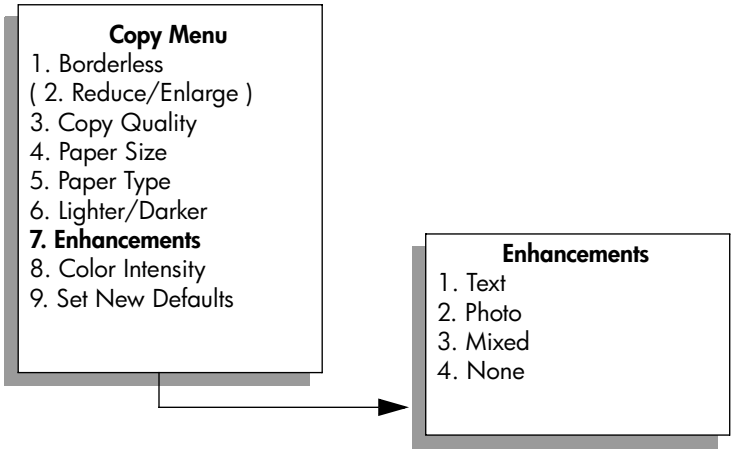


Note: Automatic and Plain Paper are disabled in the Paper Type menu when Borderless is turned on.

8 Press ▼ to highlight the type of paper you loaded, and then press **OK**.

Caution! When making borderless copies, you must have photo paper (or other specialty paper) loaded. If you have plain paper loaded, ink will bleed off the paper, staining your device.

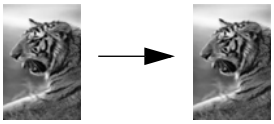
9 Press **7** to select **Enhancements** from the **Copy Menu**.



10 Press ▼ to highlight the **Photo** enhancement setting, and then press **OK**.

11 Press **Start Color**.

The HP PSC makes a 4 by 6 inch (10 by 15 cm) borderless copy of your original photo, as shown below.



You might find it easier to copy a photo by using the HP Director software that you installed with your HP PSC. Using the HP Director, you can easily make letter or 4 by 6 inch (10 by 15 cm) borderless copies of your photo, enlarge or shrink the photo to fill the size of the paper you have loaded, and turn on Photo enhancements to ensure you get the highest quality photos. For information on using these features in the HP Director, see the onscreen **hp photo & imaging help** that came with your software.

make multiple copies of the same original

1 Load your original face down on the right front corner of the glass.

2 Press **Copy**.

The Number of Copies screen appears.

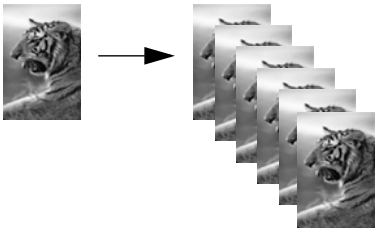
3 Press ► or use the keypad to enter the number of copies, up to the maximum, and then press **OK**.

(The maximum number of copies varies by model.)

Tip: If you hold down either of the arrow buttons, the number of copies changes by increments of 5 to make it easier to set a large number of copies.

4 Press **Start Black** or **Start Color**.

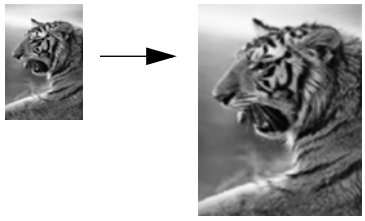
In this example, the HP PSC makes six copies of the original 4 by 6 inch (10 by 15 cm) photo.



copy a 4 by 6 inch (10 by 15 cm) photo onto a full-size page

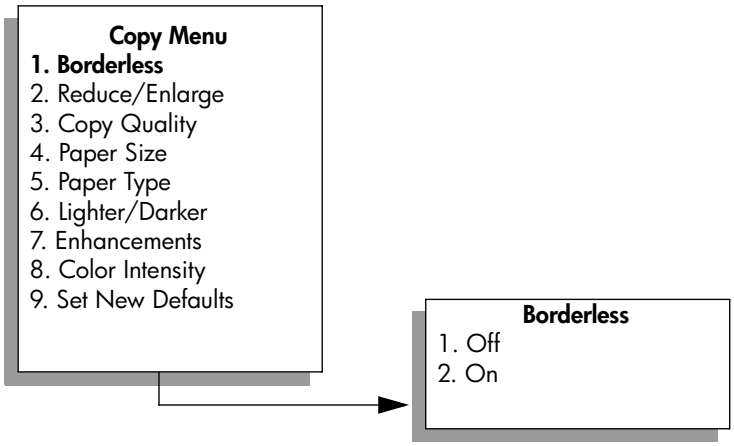
In addition to making actual size copies of an original, the Borderless feature can automatically enlarge or reduce your original to fill the paper loaded in the input tray. In this example, Borderless is used to enlarge a 4 by 6 inch (10 by 15 cm) photo to create a full-size borderless copy.

Note: In order to achieve a borderless print without changing the proportions of the original, the HP PSC might crop some of the image around the margins. In most cases, this cropping will not be noticeable.



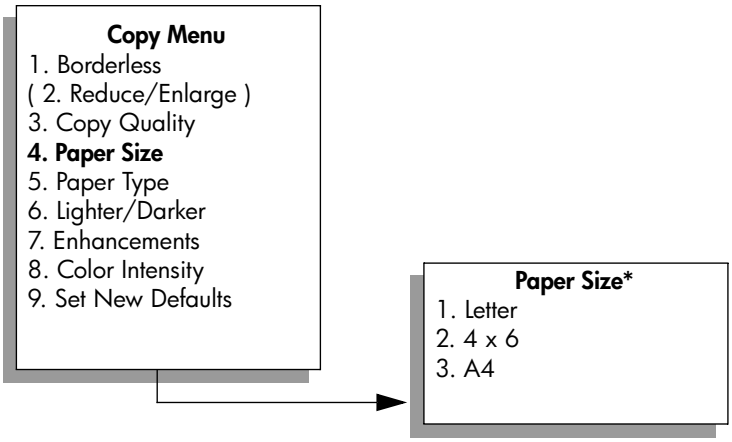
1. Make sure that the glass and lid backing are clean.
2. Load your original photo face down on the right front corner of the glass. Position the photo on the glass so the long edge of the photo is along the front edge of the glass.

   Tip: When copying a photo, you might want to use the photo print cartridge for superior print quality. With the tri-color and photo print cartridges installed, you have a six-ink system. See **use a photo print cartridge** on page 85 for more information.
3. Load letter or A4 photo paper in the input tray.
4. Press **Copy** twice, and then press **1**.
   This displays the Copy Menu and then selects Borderless.



5. Press ▼ to highlight **On**, and then press **OK**.
   The Reduce/Enlarge menu becomes disabled so that you cannot access it.

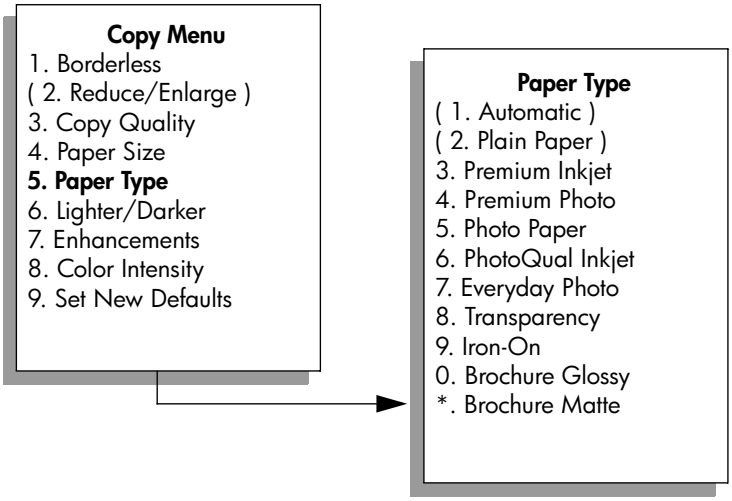
6 Press 4 to select Paper Size from the Copy Menu.



***The paper sizes available vary by country/region.**

7 Press ▼ to highlight Letter or A4, as appropriate, and then press OK.

8 Press 5 to select Paper Type from the Copy Menu.

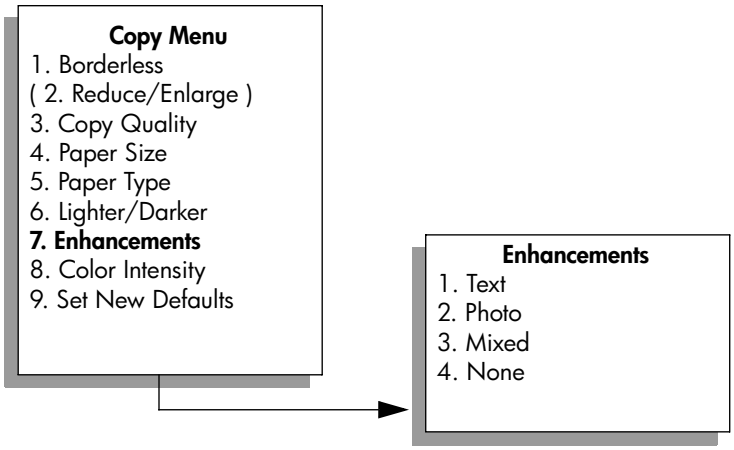


Note: Automatic and Plain Paper are disabled in the Paper Type menu when Borderless is turned on.

9 Press ▼ to highlight the type of paper you loaded, and then press OK.

Caution! When making borderless copies, you must have photo paper (or other specialty paper) loaded. If you have plain paper loaded, ink will bleed off the paper, staining your device.

10 Press 7 to select Enhancements from the Copy Menu.



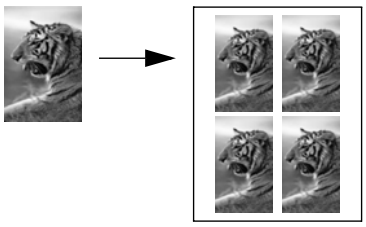
11 Press ▼ to highlight the Photo enhancement setting, and then press OK.

12 Press Start Color.

copy a photo several times on one page

You can print multiple copies of an original on one page by selecting an image size from the Reduce/Enlarge option in the Copy Menu.

After you select one of the available sizes, you might be prompted whether you want to print multiple copies of the photo to fill the paper you have loaded in the input tray. If you select a photo size that is too large to accommodate printing more than one copy on the page, the Fill Page? prompt does not appear.

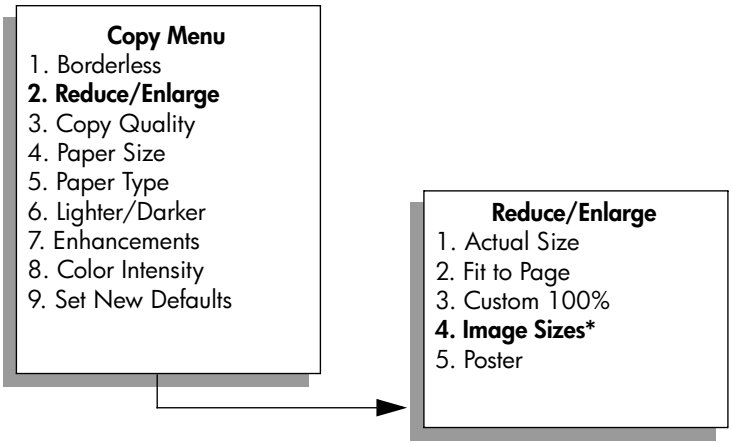


1 Load your original photo face down on the right front corner of the glass. Position the photo on the glass so the long edge of the photo is along the front edge of the glass.

2 Press Copy twice to display the Copy Menu.

3 Press 2, and then press 4.

This selects Reduce/Enlarge and then selects Image Sizes.



***The image sizes available vary by country/region.**

4 Press ▼ to highlight the size in which you want to copy the photo, and then press **OK**.

Depending on the image size you select, the Fill Page? prompt might appear to determine whether you want to print multiple copies of the photo to fill the paper in the input tray, or just one copy.

Some larger sizes do not prompt you for a number of images. In this case, only one image is copied to the page.

5 If the **Fill Page?** prompt appears, select **Yes** or **No**, and then press **OK**.

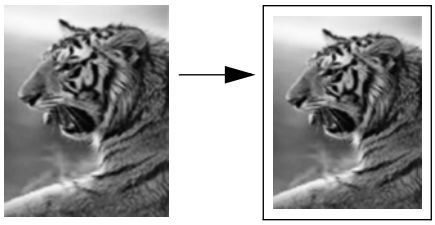
6 Press **Start Black** or **Start Color**.

This feature and more are available through the HP Director software if you scan your photo into the computer. Through the HP Director, you can print multiple photos of different sizes. The HP PSC will fit as many photos as it can on the paper you have loaded in the input tray. For information on scanning your photos into the computer to use the HP Director Photo Print functions, see the onscreen **hp photo & imaging help** that came with your software.

resize an original to fit onto letter paper

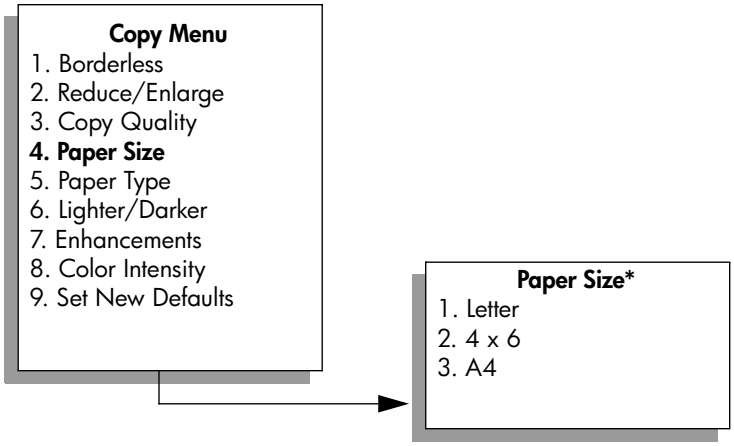
If the image or text on your original fills the entire sheet with no margins, use the Fit to Page feature to reduce your original and prevent unwanted cropping of the text or images at the edges of the sheet.

Tip: You can also use Fit to Page to enlarge a small photo to fit within the printable area of a full-size page. To do this without changing the proportions of the original or cropping the edges, the HP PSC might leave an uneven amount of white space around the edges of the paper.



1 Load your original face down on the right front corner of the glass.

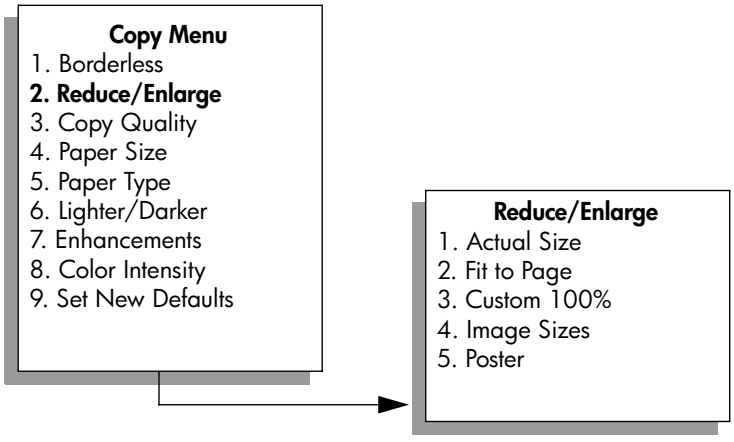
2 Press **Copy** twice, and then press **4**.
This displays the Copy Menu and then selects Paper Size.



***The paper sizes available vary by country/region.**

3 Press ▼ to highlight **Letter**, and then press **OK**.

4 Press **2** to select **Reduce/Enlarge** from the **Copy Menu**.



5 Press ▼ to highlight **Fit to Page**, and then press **OK**.

6 Press **Start Black** or **Start Color**.

copy a washed-out original

Use Lighter/Darker to adjust the lightness and darkness of the copies you make. You can also adjust the color intensity to make colors on your copy more vivid or more subtle.

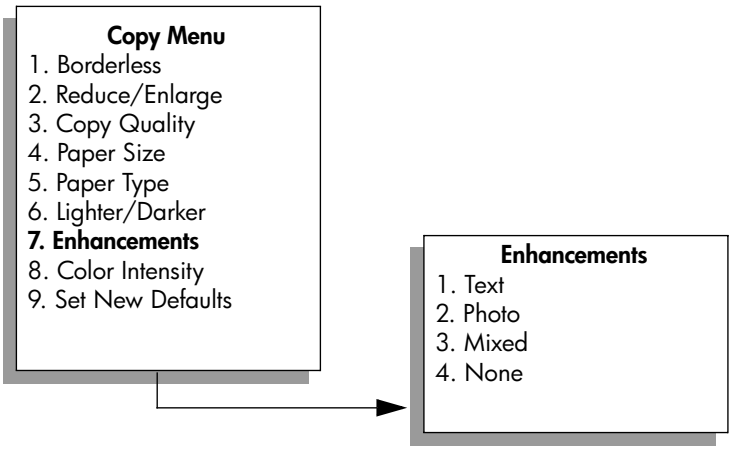
1. Load your original face down on the right front corner of the glass.
2. Press **Copy** twice, and then press **6**.
   This displays the Copy Menu and then selects Lighter/Darker. The range of Lighter/Darker values appears as a scale on the color graphics display.
3. Press ► to darken the copy, and then press **OK**.
   Note: You can also press ◄ to lighten the copy.
4. Press **8** to select **Color Intensity** from the **Copy Menu**.
   The range of color intensity values appears as a scale on the color graphics display.
5. Press ► to make the image more vivid, and then press **OK**.
   Note: You can also press ◄ to make the image more pale.
6. Press **Start Color**.

copy a document that has been faxed several times

The Enhancements feature automatically adjusts the quality of text documents by sharpening edges of black text or photographs by enhancing light colors that might otherwise appear white.

Text enhancement is the default option. Use Text enhancements to sharpen edges of black text.

1. Load your original face down on the right front corner of the glass.
2. Press **Copy** twice, and then press **7**.
   This displays the Copy Menu and then selects Enhancements.



3 Press ▼ to highlight the **Text** enhancement setting, and then press **OK**.

4 Press **Start Black** or **Start Color**.

Tip: If any of the following occur, turn off Text enhancement by selecting Photo or None:

- Stray dots of color surround some text on your copies
- Large, black typefaces look splotchy (not smooth)
- Thin, colored objects or lines contain black sections
- Horizontal grainy or white bands appear in light- to medium-gray areas

enhance light areas of your copy

Use Photo enhancements to enhance light colors that might otherwise appear white. You can also copy with Photo enhancements to eliminate or reduce any of the following that might occur when copying with Text enhancements:

- Stray dots of color surround some text on your copies
- Large, black typefaces look splotchy (not smooth)
- Thin, colored objects or lines contain black sections
- Horizontal grainy or white bands appear in light- to medium-gray areas

1 Load your original photo face down on the right front corner of the glass.
Position the photo on the glass so the long edge of the photo is along the front edge of the glass.

2 Press **Copy** twice, and then press **7**.
This displays the Copy Menu and then selects Enhancements.

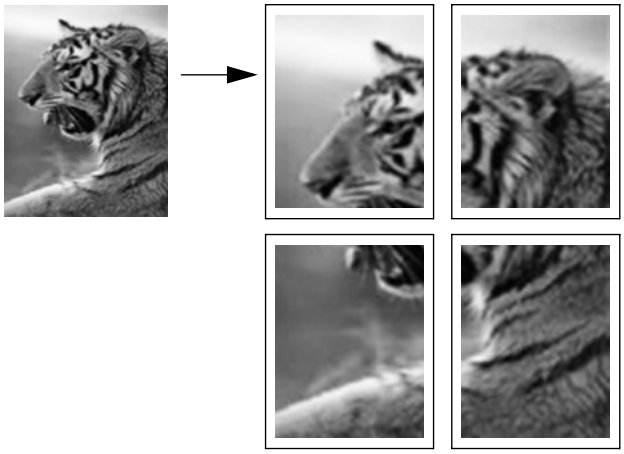
3 Press ▼ to highlight the **Photo** enhancement setting, and then press **OK**.

4 Press **Start Color**.

It is easy to set Enhancement settings for photos and other documents you copy using the HP Director software that you installed with your HP PSC. With one click of your mouse button, you can set a photo to copy with Photo enhancements, a text document to copy with Text enhancements, or a document that contains both images and text to copy with both Photo and Text enhancements turned on. For more information, see the onscreen **hp photo & imaging help** that came with your software.

make a poster

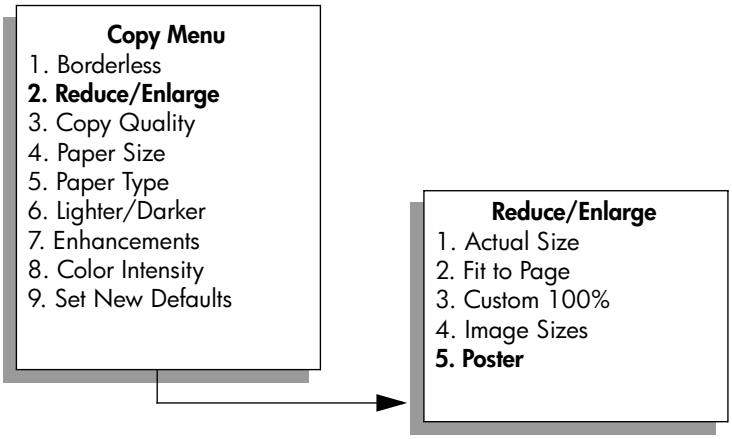
When you use the Poster feature, the HP PSC divides your original into sections and then enlarges the sections onto letter or A4 paper so you can assemble them into a poster.



1 Load your original face down on the right front corner of the glass.
If you are copying a photo, position the photo on the glass so the long edge of the photo is along the front edge of the glass.

2 Press **Copy** twice to display the **Copy Menu**.

3 Press **2**, and then press **5**.
This selects Reduce/Enlarge and then selects Poster.



4 Press ▼ to highlight a page width for the poster, and then press **OK**.
The default poster size is one page wide.

5 Press **Start Black** or **Start Color**.

After you select the poster width, the HP PSC adjusts the length automatically to maintain the proportions of the original.

Tip: If the original cannot be enlarged to the selected poster size because it exceeds the maximum zoom percentage, an error message appears that tells you the number of pages wide that are possible. Select a smaller poster size and make the copy again.

The HP Director software on your computer enables you to be even more creative with your photos. You only need to scan your photo into the computer to use the HP Director Quick Projects tool to create posters, banners, and iron-on T-shirt transfers from your photo. To learn more, see the onscreen **hp photo & imaging help** that came with your software.

prepare a color t-shirt transfer

You can copy an image or text onto a T-shirt transfer, then iron it onto a T-shirt.

Tip: We recommend that you practice applying a T-shirt transfer on an old garment first.

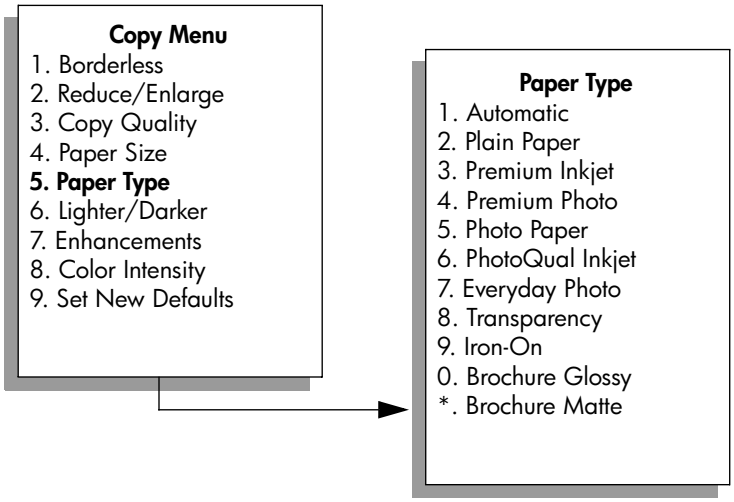
1 Load your original face down on the right front corner of the glass.

If you are copying a photo, position the photo on the glass so the long edge of the photo is along the front edge of the glass.

2 Load the T-shirt transfer paper in the input tray.

3 Press **Copy** twice, and then press **5**.

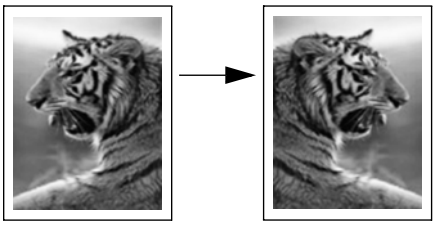
This displays the Copy Menu and then selects Paper Type.



4 Press ▼ to highlight **Iron-On**, and then press **OK**.

5 Press **Start Black** or **Start Color**.

When you select Iron-On as the paper type, the HP PSC automatically copies a mirror image of your original (as shown below) so that it will appear properly when you iron it onto the T-shirt.



stop copying

- To stop copying, press **Cancel** on the front panel.

5 use the scan features

Scanning is the process of converting text and pictures into an electronic format for your computer. You can scan just about anything: photos, magazine articles, text documents, and even 3D objects, as long as you are careful not to scratch the glass.

Because the scanned image or text is in an electronic format, you can bring it into your word processor or graphics application and modify it to suit your needs. You can do the following:

- Scan text from an article into your word processor and quote it in a report, saving you a lot of retyping.
- Scan a logo and use it in your publishing software, allowing you to print business cards and brochures for yourself.
- Scan photos of your kids and e-mail them to relatives, create a photographic inventory of your house or office, or create an electronic scrapbook.

To use the scan features, your HP PSC and computer must be connected and turned on. The HP PSC software must also be installed and running on your computer prior to scanning. To verify that the HP PSC software is running on a Windows PC, look for the hp psc 2400 series icon in the system tray at the lower right side of the screen, next to the time. On a Macintosh, the HP PSC software is always running.

You can start a scan from your computer or from your HP PSC. This section explains how to scan from the front panel of the HP PSC only.

For information about how to scan from the computer, and how to adjust, resize, rotate, crop, and sharpen your scans, see the onscreen **hp photo & imaging help** that came with your software.

This section contains the following topics:

- **scan an original** on page 51
- **stop scanning** on page 53

scan an original

This section contains the following topics:

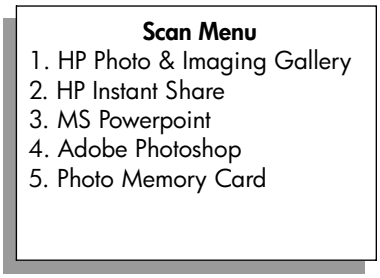
- **send the scan to a computer connected directly to the hp psc** on page 52
- **send the scan to a memory card loaded in your hp psc** on page 53

send the scan to a computer connected directly to the hp psc

Follow these steps if your HP PSC is directly connected to a computer via a USB or parallel cable.

1. Load your original face down in the right front corner of the glass.
2. Press **Scan**, if it is not already lit.

   A Scan Menu appears, listing destinations that are set up to scan to. The default destination is whichever one you selected the last time you used this menu.



3. To select the default destination, press **OK**. To select another destination, press ▼ to highlight the destination and press **OK**, or just enter its number on the keypad.
4. Press **Start Black** or **Start Color**.

   A preview image of the scan appears in the HP Scan window on the computer, where you can edit it.

   For more information about editing a preview image, see the onscreen **hp photo & imaging help** that came with your software.
5. Make any edits to the preview image in the **HP Scan** window. When you have finished, click **Accept**.

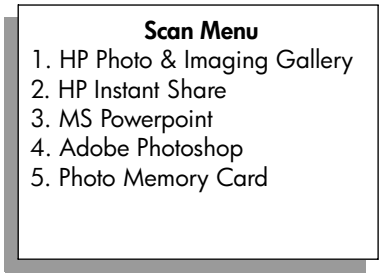
   The HP PSC sends the scan to the selected destination. If you chose the HP Photo & Imaging Gallery (HP Gallery), it automatically opens and displays the image.

The HP Gallery has many tools that you can use to edit your scanned image. You can improve the overall image quality by adjusting the brightness, sharpness, color tone, or saturation. You can also crop, straighten, rotate, or resize the image. When the scanned image looks just the way you want it, you can open it in another application, send it via e-mail, save it to a file, or print it. For more information about using the HP Gallery, see the onscreen **hp photo & imaging help** that came with your software.

send the scan to a memory card loaded in your hp psc

You can send the scanned image to the memory card that is currently inserted in one of the memory card slots on the HP PSC. This enables you to use the photo memory card features to generate borderless prints and album pages from the scanned image. It also enables you to access the scanned image from other devices that support the memory card.

1. Load your original face down in the right front corner of the glass.
2. Press **Scan**, if it is not already lit.
   A Scan Menu appears, listing destinations that are set up to scan to. The default destination is whichever one you selected the last time you used this menu.



3. Press ▼ to highlight **Photo Memory Card**, and then press **OK**.
4. Press **Start Black** or **Start Color**.
   The HP PSC scans the image and saves the file to the memory card.

stop scanning

- To stop scanning, press **Cancel** on the front panel.

6 use the fax features

Using your HP PSC, you can send and receive faxes, including color faxes. You can set up speed dials to send faxes quickly and easily to frequently used numbers. From the front panel, you can set a number of fax options, such as resolution and contrast.

This section contains the following topics:

- **send a fax** on page 55
- **receive a fax** on page 59
- **set the fax header** on page 61
- **enter text** on page 62
- **print reports** on page 62
- **set up speed dialing** on page 64
- **control resolution and contrast** on page 65
- **set fax options** on page 67
- **reprint the faxes in memory** on page 70
- **stop faxing** on page 71

You should explore the HP Photo & Imaging Director (HP Director) software that comes with your HP PSC to take full advantage of all of its features. Using the HP software, you can do these tasks and more that are not available through the front panel of your HP PSC. For example:

- send a fax from your computer and include a cover page
- create a cover page from your computer
- preview a fax on your computer before sending it
- send a fax to multiple recipients

For information on accessing the HP Director software, see **use the hp director software to do more with your hp psc** on page 6.

send a fax

Using the front panel, you can send a black-and-white or color fax from your HP PSC.

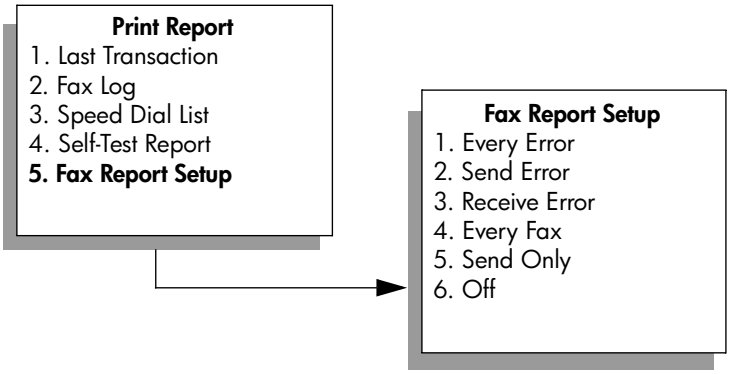
This section contains the following topics:

- **enable fax confirmation** on page 56
- **send a basic fax** on page 56
- **send a two-page black-and-white fax** on page 57
- **send a color original or photo fax** on page 57
- **send a fax using speed dials** on page 58

enable fax confirmation

By default, your HP PSC prints a report only if there is a problem with sending or receiving a fax. A confirmation message indicating whether an item was successfully sent appears briefly on the color graphics display after each transaction. If you need printed confirmation that your faxes are successfully sent, follow these instructions *before* sending any faxes.

1. Press **Setup**.
2. Press **1**, then press **5**.
   This selects Print Report and then selects Fax Report Setup.



3. Press **5**, then press **OK**.
   This selects Send Only.

   Note: You will still receive printed reports for any errors that occur during faxing if you select the Send Only report.

For more information on printing reports, see **print reports** on page 62.

send a basic fax

This section describes how to send a basic black-and-white fax.

If you are interested in sending a multiple-page fax, see **send a two-page black-and-white fax** on page 57. You can also send a color or photo fax. For more information, see **send a color original or photo fax** on page 57.

1. Load the first page face down on the right front corner of the glass.
   For more information, see **load an original** on page 11.
2. Press **Fax**.
   The Enter Fax Number screen appears.
3. Enter the fax number.

   Tip: To enter a three-second pause within a number sequence, press the pound (#) button repeatedly, until a dash appears on the color graphics display.

4 Press **Start Black**.

Pressing Start Black scans the first page to memory. After the page has been scanned, the front panel prompts you to scan another page.

5 Press **1 (Yes)** to fax another page or **2 (No)** if you do not have another page to fax.

send a two-page black-and-white fax

You can send a two-page (or more) fax in black and white from your HP PSC.

Note: You can also send a color original or photo fax. For more information, see **send a color original or photo fax** on page 57.

1 Load the first page face down on the right front corner of the glass.

For more information, see **load an original** on page 11.

2 Press **Fax**.

The Enter Fax Number screen appears.

3 Enter the fax number.

Tip: To enter a three-second pause within a number sequence, press the pound (#) button repeatedly, until a dash appears on the color graphics display.

4 Press **Start Black**.

Pressing Start Black scans the first page to memory. After the page has been scanned, the front panel prompts you to scan another page.

5 Press **1 (Yes)** to scan another page.

6 When prompted, remove the first page from the glass and load the second page.

7 Press **OK** to fax the second page.

After the pages are scanned into memory, the HP PSC dials the number and then sends the fax.

Did you know that you can send a fax from your computer by using the HP Director software that comes with your HP PSC? You can also create and attached a computer-generated cover page with your fax. It's easy.
For more information, see the onscreen **hp photo & imaging help** that came with your software.

send a color original or photo fax

You can fax a color original or photo from your HP PSC. When sending a color fax, if your HP PSC determines that the recipient's fax machine supports only black-and-white faxes, the HP PSC will send the fax in black and white.

We recommend that you use only color originals for color faxing.

1 Load your original face down on the right front corner of the glass.

For more information, see **load an original** on page 11.

Tip: To center a 4 by 6 inch (10 by 15 cm) photo, place the photo on the center of a blank letter- or A4-size paper, and then place the original on the glass.

2 Press **Fax**.
The Enter Fax Number screen appears.

3 Enter the fax number.
Tip: To enter a three-second pause within a number sequence, press the pound (#) button repeatedly, until a dash appears on the color graphics display.

4 If you are faxing a photo, it is recommended that you change the resolution to **Photo**. For information on changing the resolution, see **change resolution** on page 65.

5 Press **Start Color**.
Pressing Start Color dials the number and then sends the fax as the pages are scanned.

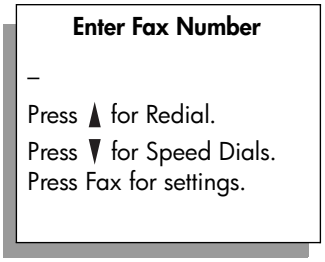
Did you know that you can send a fax from your computer by using the HP Director software that comes with your HP PSC? You can also create and attach a computer-generated cover page with your fax. It's easy.
For more information, see the onscreen **hp photo & imaging help** that came with your software.

send a fax using speed dials

You can quickly send a fax from the HP PSC using Speed Dials.
Speed Dials will not appear unless you have set them up first. For more information, see **set up speed dialing** on page 64.

1 Load your original face down on the right front corner of the glass.
For more information, see **load an original** on page 11.

2 Press **Fax**.
The Enter Fax Number screen appears.



3 Press ▼ to access **Speed Dials**.
Tip: You can also press ▲ to redial the last number dialed.

4 Press ▼ until the appropriate speed-dial entry appears.

5 Press **OK**.

6 Press **Start Black** or **Start Color**.

After a page has been scanned, the front panel prompts you to scan another page. To fax another page, press 1 (Yes), otherwise press 2 (No). If you press 1, you will be prompted to load the next original. Press OK when prompted, after you have placed the original on the glass.

You can quickly and easily set up speed-dial entries from your computer by using the HP Director software. For information, see the onscreen **hp photo & imaging help** that came with your software.

receive a fax

Depending on how you set up your HP PSC, you can receive faxes automatically or manually. Your HP PSC is set to automatically print received faxes unless you have selected No Answer for the Rings to Answer setting. For more information on Rings to Answer, see **set number of rings before answering** on page 59.

If you receive a legal-size fax and your HP PSC is not currently set to use legal-size paper, the device automatically reduces the fax so that it fits on the paper that is loaded. If you have disabled the automatic-reduction feature, the fax will be printed on two pages. For more information, see **set automatic reduction for incoming faxes** on page 68.

If you have an answering machine connected to the same line as your HP PSC, you might need to set the number of rings required before the HP PSC begins receiving the fax. The default number of rings before the HP PSC receives a fax is 6 (varies by country/region). For more information on setting the number of rings to answer, see **set number of rings before answering** on page 59.

You might also want to set up your HP PSC to answer fax calls manually if you have a voice mail service through your phone company.

For information on setting up your HP PSC with other office equipment, such as answering machines and voice mail, see **fax setup** on page 115.

Note: If you have installed a photo print cartridge for printing photos, you might want to replace it with the black print cartridge when receiving faxes. See **work with print cartridges** on page 80 for more information.

This section contains the following topics:

- **set number of rings before answering** on page 59
- **set up your hp psc to answer fax calls manually** on page 60
- **receive a fax manually** on page 61

set number of rings before answering

You can specify how many rings should occur before your HP PSC automatically answers the phone. The default is 6 rings (varies by country/region).

If you do not want your HP PSC to automatically answer the phone, set Rings to Answer to No Answer.

1. Press **Setup**.
2. Press **3**, then press **3** again.
   This selects Basic Fax Setup and then selects Rings to Answer.

3 Press ▼ until the number of rings before answering is highlighted.

If you have an answering machine on this phone line, set your HP PSC to answer the phone after the answering machine. The number of rings to answer for the HP PSC should be greater than the number of rings to answer for the answering machine.

You want the answering machine to answer *before* your HP PSC. The HP PSC monitors calls and will answer if it detects fax tones.

4 Press **OK** to accept the setting.

5 If you have a modem on this phone line, turn off the setting in the modem's software that automatically receives faxes to your computer; otherwise, your HP PSC will not receive faxes properly.

For information on setting up your HP PSC with other office equipment, such as answering machines and voice mail, see **fax setup** on page 115.

set up your hp psc to answer fax calls manually

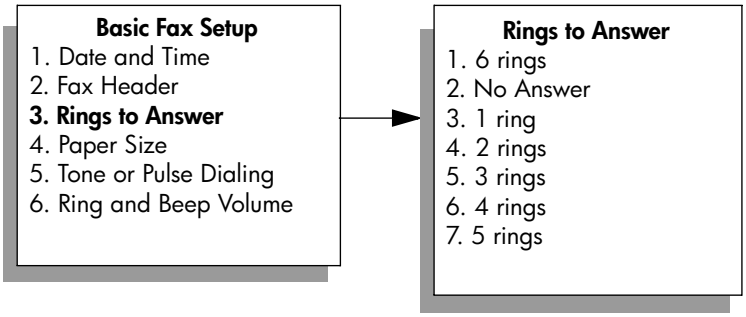
In certain situations, you might want to receive faxes manually. For example, if you share a line between your HP PSC and phone and you do not have distinctive ringing, you will need to set up the HP PSC to answer fax calls manually. This is because the HP PSC will not be able to distinguish between fax calls and phone calls. When receiving faxes manually, you must be available to respond in person to the incoming fax call, or your HP PSC cannot receive faxes. For more information on receiving faxes manually, see **receive a fax manually** on page 61.

For information on setting up your HP PSC with other office equipment, such as answering machines and voice mail, see **fax setup** on page 115.

1 Press **Setup**.

2 Press **3**, then press **3** again.

This selects Basic Fax Setup and then selects Rings to Answer.



3 Press **2**.

This selects No Answer.

4 Press **OK** to accept the setting.

receive a fax manually

If you set up your HP PSC to receive faxes manually, you will need to respond in person to the incoming fax call.

1. When your HP PSC rings, pick up the handset of a telephone that is on the same telephone line as your HP PSC.
2. If you hear fax tones, do one of the following:
   - If your telephone is plugged into the back of the HP PSC, press **Fax**, and then **Start Black** or **Start Color**.
   - If your telephone is not plugged into the back of the HP PSC but is on the same telephone line, press **1 2 3** on your telephone.
3. Wait for the fax tones, and then hang up the telephone.

set the fax header

The fax header prints your name and fax number on the top of every fax you send. We recommend that you use the Fax Setup Wizard during the HP software installation to set up the fax header; however, you can also set it up from the front panel.

The fax header information is required by law in many countries.

Note: In Hungary, the subscriber identification code (fax header) can be set or changed only by authorized personnel. For more information, contact your authorized HP dealer.

1. Press **Setup**.
2. Press **3**, then press **2**.
   This selects Basic Fax Setup and then selects Fax Header.
3. After **Your Name** appears, enter your name using the numeric keypad and then press **OK**.
   For information on entering text, see **enter text** on page 62.
4. Using the keypad, enter your fax number.
5. Press **OK**.

You might find it easier to enter fax header information by using the Fax Setup Wizard in the HP Director software that you installed with your HP PSC. In addition to entering fax header information, you can enter cover page information. This information will be used when you send a fax from your computer and attach a cover page.
For more information, see the onscreen **hp photo & imaging help** that came with your software.

enter text

The following list provides tips for entering text by using the keypad on the front panel.

- Press the keypad numbers that correspond to the letters of a name.

The letters A, B, and C correspond to the number 2, and so on.

- Press a button multiple times to see a letter first in lowercase and then in uppercase. The first letter of a word is upper-cased automatically.

To get this character:	j	k	l	J	K	L	5
Press 5 this many times:	1	2	3	4	5	6	7

Note: Depending on the country/region you selected, additional characters might be available.

- After the correct letter appears, press ►, and then press the number that corresponds to the next letter in the name. Press the button multiple times until the correct letter appears.
- The cursor automatically advances to the right 1.5 seconds after the last button is pressed.
- To insert a space, press the pound (**#**) button.
- To enter a dash, press the pound (**#**).
- To enter a symbol, such as @, press the asterisk (*) button repeatedly to scroll through the list of available symbols, which are: *, -, &, ., / (), ‘, =, #, @, _, and !
- If you make a mistake, press ◄ to clear it, and then make the correct entry.
- After you are done entering text, press **OK** to store your entry.

print reports

You can set up your HP PSC to automatically print error reports and confirmation reports for each fax you send and receive. You can also manually print system reports as you need them; these reports provide useful system information about your HP PSC.

By default, your HP PSC is set to print a report only if there is a problem with sending or receiving a fax. A confirmation message that indicates whether a fax was successfully sent appears briefly on the color graphics display after each transaction.

This section contains the following topics:

- **generate automated reports** on page 63
- **generate manual reports** on page 63

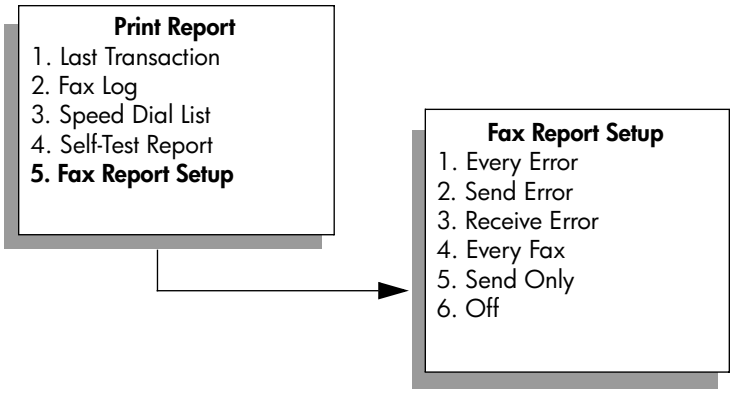
generate automated reports

This setting enables you to configure your HP PSC so that it automatically prints confirmation and error reports.

Note: If you need printed confirmation each time your faxes are successfully sent, follow these instructions *before* sending any faxes.

1 Press **Setup**.

2 Press **1**, then press **5**.
This selects Print Report and then selects the Fax Report Setup.



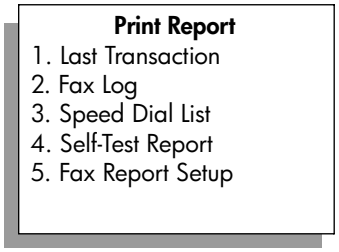
3 Press ▼ to scroll through the following report types:
- **1. Every Error**: prints whenever there is any kind of fax error (default).
- **2. Send Error**: prints whenever there is a transmission error.
- **3. Receive Error**: prints whenever there is a receiving error.
- **4. Every Fax**: confirms every time a fax is sent or received.
- **5. Send Only**: prints every time a fax is sent.
- **6. Off**: does not print fax reports.

4 After the report that you want is highlighted, press **OK**.

generate manual reports

You can manually generate reports about your HP PSC, such as the status of the last fax you sent.

1 Press **Setup**, then press **1**.
This selects Print Report.



2 Press ▼ to scroll through the following report types:
   - **1. Last Transaction**: prints details of the last fax transaction.
   - **2. Fax Log**: prints a log of approximately the last 40 faxes transactions.
   - **3. Speed Dial List**: prints a list of programmed speed-dial entries.
   - **4. Self-Test Report**: prints a report to assist you in diagnosing print and alignment problems. For more information, see **print a self-test report** on page 81.
   - **5. Fax Report Setup**: prints the automatic fax reports as described in **generate automated reports** on page 63.
3 After the report that you want is highlighted, press **OK**.

set up speed dialing

You can assign speed-dial entries to fax numbers you use often. This lets you dial those numbers quickly by using the front panel. You can create up to 60 individual speed-dial entries (varies by model).

We recommend that you use the HP Director to set up speed-dial settings; however, you can also use the front panel.

For information on sending a fax using speed dials, see **send a fax using speed dials** on page 58.

Note: A speed-dial entry can only be associated with one phone number; speed-dial groups are not supported.

You can quickly and easily set up speed-dial entries from your computer by using the HP Director software. For more information, see the onscreen **hp photo & imaging help** that came with your software.

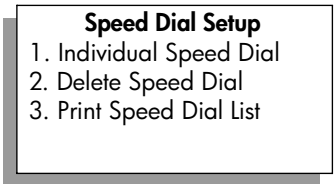
This section contains the following topics:

- **create speed-dial entries** on page 64
- **delete speed-dial entries** on page 65

create speed-dial entries

You can create speed-dial entries for fax numbers that you use frequently.

1 Press **Setup**.
2 Press **2**, then press **1**.
   This selects Speed Dial Setup and then selects Individual Speed Dial.



   The first unassigned speed-dial entry appears on the display.
3 Press **OK** to select the displayed speed-dial entry. You can also press ▼ or ▲ to select a another empty entry.

4 Enter the fax number to assign to that entry, and then press **OK**.

Tip: To enter a three-second pause within a number sequence, press the pound (#) button repeatedly, until a dash appears on the color graphics display.

5 Enter the person's or company's name, and then press **OK**.

For more information on entering text, see **enter text** on page 62.

6 After **Enter Another?** appears, press **1 (Yes)**, if you want to set up another number, or press **2 (No)** to exit.

delete speed-dial entries

Follow these steps to delete an individual speed-dial entry.

1 Press **Setup**.

2 Press **2**, then press **2** again.

This selects Speed Dial Setup and then selects Delete Speed Dial.

3 Press ▼ until the individual entry that you want to delete appears, and then press **OK**.

control resolution and contrast

You can change the resolution and contrast of documents that you are sending. Your changes revert to the default values after two minutes of inactivity, unless you set them as the default. For information, see **set new defaults** on page 66.

Note: These settings do not affect copy settings. Copy resolution and copy contrast are set independently from fax resolution and fax contrast. Also, the settings you change from the front panel do not affect faxes sent from your computer.

This section contains the following topics:

- **change resolution** on page 65
- **change contrast** on page 66
- **set new defaults** on page 66

change resolution

Resolution affects the transmission speed and quality of faxed documents. The HP PSC only sends faxes at the highest resolution supported by the receiving fax machine.

1 Load your original face down on the right front corner of the glass.

For more information, see **load an original** on page 11.

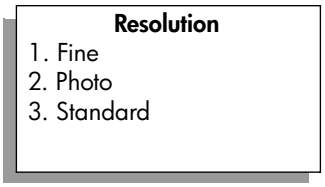
2 Press **Fax**.

The Enter Fax Number screen appears.

3 Enter the fax number.

4 Press **Fax**, and then press **1**.

This displays the Fax Menu and then Resolution.



5 Press ▼ to select a resolution setting:
   - **Fine**: this is the default setting. It provides high-quality text suitable for faxing most documents.
   - **Photo**: this setting provides the best quality fax when sending photographs. If you choose **Photo**, be aware that the faxing process takes longer to complete. When faxing photographs, we recommend that you choose **Photo**.
   - **Standard**: this setting provides the fastest possible transmission with the lowest quality of fax.
6 Press **OK**.
7 Press **Start Black** or **Start Color**.

change contrast

Use this setting to change the contrast of a fax to be to be darker or lighter than the original. This feature is useful if you are faxing a document that is faded, washed out, or hand written. You can darken the original by adjusting the contrast.

1 Load your original face down on the right front corner of the glass.
   For more information, see **load an original** on page 11.
2 Press **Fax**.
   The Enter Fax Number screen appears.
3 Enter the fax number.
4 Press **Fax**, and then press **2**.
   This displays the Fax Menu and then Lighter/Darker.
   The range of contrast values appears as a scale on the color graphics display.
5 Press ◄ to lighten the fax or ► to darken it.
   The indicator moves to the left or right, depending on the button you press.
6 Press **OK**.
7 Press **Start Black** or **Start Color**.

set new defaults

You can change the default values for resolution and contrast through the front panel.

1 Make your changes to **Resolution** and **Lighter/Darker**.
2 If you are not already in the **Fax Menu**, press **Fax** twice.
   This selects the Fax Menu.

3 Press 3.
This selects Set New Defaults.

4 Press OK.

set fax options

There are numerous fax options that you can set, such as controlling whether the HP PSC redials a busy number automatically. Review this section for information on changing fax options.

This section contains the following topics:

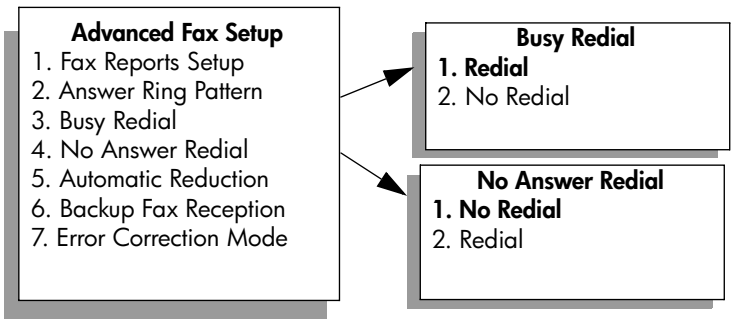
- redial a busy or unanswered number automatically on page 67
- use error correction mode (ECM) on page 68
- set automatic reduction for incoming faxes on page 68
- adjust the volume on page 68
- change the answer ring pattern (distinctive ringing) on page 68
- set the date and time on page 69
- set the paper size on page 69
- set tone or pulse dialing on page 70
- set backup fax reception on page 70

redial a busy or unanswered number automatically

You can set your HP PSC to redial a busy or an unanswered number automatically. The default setting for Busy Redial is Redial. The default setting for No Answer Redial is No Redial.

1 Press Setup.

2 Do one of the following:
- To change the Busy Redial setting, press 4, and then press 3.
  This selects Advanced Fax Setup and then selects Busy Redial.
- To change the No Answer Redial setting press 4, and then press 4 again.
  This selects Advanced Fax Setup and then selects No Answer Redial.



3 Press ▼ to select Redial or No Redial.

4 Press OK.

use error correction mode (ECM)

ECM eliminates data lost due to poor phone lines by detecting errors that occur during transmission and automatically requesting retransmission of the erroneous portion. Phone charges are unaffected, or might even be reduced, on good phone lines. On poor phone lines, ECM increases sending time and phone charges, but sends the data much more reliably. Turn ECM off (the default setting is on) only if it increases phone charges substantially and you are willing to accept poorer quality in exchange for reduced charges.

1. Press **Setup**.
2. Press **4**, then press **7**.
   This selects Advanced Fax Setup and then selects Error Correction Mode.
3. Press ▼ to select **Off** or **On**.
4. Press **OK**.

set automatic reduction for incoming faxes

This setting determines what your HP PSC does if it receives a fax too large for the default paper size. With this setting on (the default), the image is reduced to fit on one page if possible. With this feature off, the information that will not fit on the first page is printed on a second page. This feature is useful when you receive a legal-size fax and letter-size paper is loaded in the input tray.

1. Press **Setup**.
2. Press **4**, then press **5**.
   This selects Advanced Fax Setup and then selects Automatic Reduction.
3. Press ▼ to select **Off** or **On**.
4. Press **OK**.

adjust the volume

Your HP PSC provides three levels for adjusting the ring and speaker volume. The ring volume is the volume of the phone rings. The speaker volume is the level of everything else, such as the dial tones, fax tones, and button press beeps. The default setting is Soft.

1. Press **Setup**.
2. Press **3**, then press **6**.
   This selects Basic Fax Setup and then selects Ring and Beep Volume.
3. Press ▼ to select one of the options: **Soft**, **Loud**, or **Off**.
4. Press **OK**.

change the answer ring pattern (distinctive ringing)

Many phone companies offer a distinctive ringing feature that allows you to have several phone numbers on one phone line. When you subscribe to this service, each number will have a different ring pattern, for example, single, double, and triple rings. If you do not have this service, use the default ring pattern, which is All Rings.

If you connect your HP PSC to a line with distinctive ringing, have your telephone company assign one ring pattern to voice calls and another to fax calls. We recommend that you request double or triple rings for a fax number.

1. Verify that your HP PSC is set to answer fax calls automatically. For information, see **set number of rings before answering** on page 59.
2. Press **Setup**.
3. Press **4**, then press **2**.
   This selects Advanced Fax Setup and then selects Answer Ring Pattern.
4. Press ▼ to scroll through these options: **All Rings**, **Single Rings**, **Double Rings**, **Triple Rings**, and **Double & Triple Rings**.
5. When the ring pattern that the phone company established for this number appears, press **OK**.

set the date and time

You can set the date and time from the front panel. When a fax is transmitted, the current date and time are printed along with the fax header. The date and time format is based upon the language and country/region setting.

Normally the computer software sets the date and time automatically.

Note: If your HP PSC loses power, you will need to reset the date and time.

1. Press **Setup**.
2. Press **3**, then press **1**.
   This selects Basic Fax Setup and then selects Date and Time.
3. Enter the month, day, and year (last two digits only) by pressing the appropriate number on the keypad.
   The underline cursor presented initially beneath the first digit advances automatically to each digit each time you press a button. The time prompt automatically appears after you enter the last digit of the date.
4. Enter the hours and minutes.
   The AM/PM prompt automatically appears after the last digit of the time is entered if your time is displayed in the 12-hour format.
5. If prompted, press **1** for AM or **2** for PM.
   The new date and time settings appear on the front panel.

set the paper size

You can select the paper size for received faxes. The paper size selected should match what is loaded in your input tray. Faxes can be printed on letter, A4, or legal paper only.

Note: If an incorrect paper size is loaded in the input tray when a fax is received, the fax will not print. Load letter, A4, or legal paper, and then press OK to print the fax.

1. Press **Setup**.
2. Press **3**, then press **4**.
   This selects Basic Fax Setup and then Paper Size.
3. Press ▼ to highlight an option, and then press **OK**.

set tone or pulse dialing

You can set the dial mode for tone or pulse dialing. Most phone systems work with either tone or pulse dialing. If you have a public phone system or a private branch exchange (PBX) system that requires pulse dialing, you will need to select Pulse Dialing. The default setting is Tone Dialing. Some phone system features might not be accessible if pulse dialing is used. In addition, it can take longer to dial a fax number with pulse dialing. Contact your local phone company if you are unsure which setting to use.

Note: If your phone system does not require pulse dialing, we recommend using the default setting of Tone Dialing.

1. Press **Setup**.
2. Press **3**, then press **5**.
   This selects Basic Fax Setup and then Tone or Pulse Dialing.
3. Press ▼ to highlight an option, and then press **OK**.

set backup fax reception

Use the Backup Fax Reception feature to store received faxes in memory. For example, if your print cartridge runs out of ink while receiving a fax, the fax will be stored in memory. Then, after you have replaced the print cartridge, you can print out the fax. The color graphics display notifies you when there are faxes stored in memory that need to be printed.

By default, Backup Fax Reception feature is enabled. For information on printing faxes stored in memory, see **reprint the faxes in memory** on page 70.

Your HP PSC can store up to 60 pages in its memory, with the number of pages depending on the model you purchased. As the memory becomes full, the HP PSC overwrites the oldest, printed faxes.

Note: All unprinted faxes will remain in memory until they are printed or deleted. When the memory becomes full of unprinted faxes, the HP PSC will not receive any more fax calls until the unprinted faxes are printed. To delete all faxes in memory, including the unprinted faxes, turn off your HP PSC.

1. Press **Setup**.
2. Press **4**, then press **6**.
   This selects Advanced Fax Setup and then Backup Fax Reception.
3. Press ▼ to select **On** or **Off**.
4. Press **OK**.

reprint the faxes in memory

Reprint Faxes in Memory enables you to reprint a fax stored in memory. Any time the HP PSC begins printing a fax you do not need, press Cancel to stop it from printing. The HP PSC begins printing the next fax in memory. You will need to press Cancel for each stored fax in order to stop it from printing.

Note: All faxes stored in memory will be lost if you turn off the power to your HP PSC.

In order for faxes to be stored in memory, Backup Fax Reception must be enabled. For information, see **set backup fax reception** on page 70.

1 Press **Setup**.

2 Press **5**, then press **4**.
This selects Tools and then selects Reprint Faxes in Memory.
The faxes are printed from memory.

stop faxing

- To stop a fax you are sending or receiving, press **Cancel**.

7 print from your computer

Most print settings are automatically handled by the software application you are printing from or by HP ColorSmart technology. You need to change the settings manually only when you change print quality, print on specific types of paper or film, or use special features.

> **Note:** If you have a photo memory card, you can select and print photos directly from it using the HP PSC. For information, see **use a photo memory card** on page 21.

This section contains the following topics:

- **print from a software application** on page 73
- **set print options** on page 74
- **stop a print job** on page 75

For more information on performing special print jobs, see the onscreen HP Photo & Imaging Help that came with your software.

print from a software application

Follow these steps to print from the software application that you used to create your document.

Windows users

1. Load the input tray with the appropriate paper.
   For more information, see **load paper** on page 12.
2. From your software application's **File** menu, click **Print**.
3. Make sure that you select the HP PSC to print.
   If you need to change settings, click the button that opens the Properties dialog box (depending on your software application, this button might be called Properties, Options, Printer Setup, or Printer), and then select the appropriate options for your print job by using the features available in the Paper/Quality, Finishing, Effects, Basics, and Color tabs.

   > **Note:** When printing a photo, you must select options for the correct paper type and photo enhancement. You might also want to use the photo print cartridge for superior print quality. For information on ordering print cartridges, see the Reference Guide. For more information on installing print cartridges, see **work with print cartridges** on page 80.

   The settings you select apply only to the current print job. To set print settings for all jobs, see **set print options** on page 74.
4. Close the **Properties** dialog box.
5. Click **Print** to begin your print job.

Macintosh users

To specify a document's paper size, scaling, and orientation, use the Page Setup dialog box. To specify other print settings for a document, and to send the document to the HP PSC, use the Print dialog box.

Note: The following steps are specific to OS X. For OS 9, the steps might be slightly different. Be sure to select the HP PSC in the Print Center (OS X) or in the Chooser (OS 9) before you begin printing.

1. From your software application's **File** menu, select **Page Setup**.
   The Page Setup dialog box appears.
2. In the **Format for** pop-up menu, select the HP PSC.
3. Select the page attributes:
   - Select the paper size.
   - Select the orientation.
   - Enter the scaling percentage.

   For OS 9, the Page Setup dialog box includes options to mirror the image, and to adjust page margins for two-sided printing.
4. Click **OK**.
5. From your software application's **File** menu, select **Print**.
   The Print dialog box appears.
   If you are using OS X, the Copies & Pages panel opens. If you are using OS 9, the General panel opens.
6. Select the print settings appropriate for your project.
   Use the pop-up menus to access the other panels.
7. Click **Print** to begin printing.

set print options

You can customize the print settings of the HP PSC to handle nearly any print task.

Windows users

If you want to change print settings, you need to decide if you want to change them for the current job, or for all jobs. How you display print settings depends on whether or not you want to make the setting permanent.

to change the print settings for all future jobs

1. In the **HP Photo & Imaging Director** (**HP Director**) click **Settings**, and then select **Print Settings**.
2. Make changes to the print settings, and click **Apply**.

to change the print settings for the current print job

1. From your software application's **File** menu, select **Print**, **Print Setup**, or **Page Setup**. Make sure that the selected printer is the HP PSC.
2. Click **Properties**, **Options**, **Printer Setup**, or **Printer** (the option names are different depending on your software application) to display the print settings.

3 Make changes to the settings, and click **Apply**.

4 Click **Print** to print the job.

Macintosh users

Use the Print dialog box to customize the print settings. The options displayed depend on the panel selected.

- To display the **Print** dialog box, open the document you want to print, then select **Print** from the **File** menu.

  Note: To find out more about the settings in a particular panel, click the ? in the lower left corner of the Print dialog box.

copies & pages panel

Use the Copies & Pages panel in OS X and the General panel in OS 9 in the Print dialog box to select the number of copies and the pages you want to print. You can also choose to collate your prints from this panel.

- Click the **Preview** button to see a preview of the printed document.

layout panel

Use the Layout panel in the Print dialog box to print multiple pages on a sheet and to arrange the order in which the pages will print. You can also choose border options from this panel.

output options panel

Use the Output Options panel in the Print dialog box to save your file as an Adobe Acrobat PDF® (portable document format) file. The HP PSC does not support PostScript printing.

- Select the **Save as File** check box to save your document as a PDF file.

  Note: The Output Options panel is not available in OS 9.

paper type/quality panel

Use the Paper Type/Quality panel in the Print dialog box to select the paper type, print quality, and color settings. You can also use this panel to change the contrast and sharpness of your digital photos and to adjust the amount of ink you want to use in your prints.

summary panel

Use the Summary panel in the Print dialog box to preview your settings and make sure that they are correct before printing.

Note: In OS 9, the summary of your settings appears in the General panel.

stop a print job

You can stop a print job from the HP PSC or from your computer.

- To stop a print job from the HP PSC, press **Cancel** on the front panel. Look for the **Print Cancelled** message on the color graphics display. If it doesn't appear, press **Cancel** again.

  The HP PSC prints any pages it has already started printing and then cancels the remainder of the print job. This can take a few moments.

8 order supplies

Use the information in this section to order print cartridges, recommended types of HP paper, and HP PSC accessories online from the HP website.

This section contains the following topics:

- **order media** on page 77
- **order print cartridges** on page 77

order media

To order media such as HP Premium Paper, HP Premium Inkjet Transparency Film, HP Iron-On paper, or HP Greeting Cards, go to:

www.hp.com

Choose your country/region, and then select Buy or Shopping.

order print cartridges

The following table lists the print cartridges that are compatible with your HP PSC. Use the information below to determine which print cartridge to order.

print cartridges	hp reorder number
HP black inkjet print cartridge HP black inkjet print cartridge	#56, 19 ml black print cartridge #27, 10 ml black print cartridge
HP tri-color inkjet print cartridge HP photo inkjet print cartridge HP tri-color inkjet print cartridge	#57, 17 ml color print cartridge #58, 17 ml color print cartridge #28, 8 ml color print cartridge

Get more information about print cartridges from the HP website.

www.hp.com

Choose your country/region, and then select Buy or Shopping.

9 maintain your hp psc

The HP PSC requires little maintenance. Sometimes you might want to clean the glass and lid backing to remove surface dust and ensure that your copies and scans remain clear. You might also want to replace, align, or clean your print cartridges from time to time. This section provides instructions for keeping your HP PSC in top working condition. Perform these simple maintenance procedures as necessary.

This section contains the following topics:

- **clean the glass** on page 79
- **clean the lid backing** on page 79
- **clean the exterior** on page 80
- **work with print cartridges** on page 80
- **restore factory defaults** on page 89
- **set the power save time** on page 89
- **set the prompt delay time** on page 90

clean the glass

Dirty glass from fingerprints, smudges, hair, and so on, slows down performance and affects the accuracy of features such as Fit to Page.

1. Turn off the HP PSC, unplug the power cord, and raise the lid.

   Note: When you unplug the power cord, you will need to reset the date and time. For more information, see **set the date and time** on page 69.

2. Clean the glass with a soft cloth or sponge slightly moistened with a nonabrasive glass cleaner.

   Caution! Do not use abrasives, acetone, benzene, or carbon tetrachloride on the glass; these can damage it. Do not place or spray liquids directly on the glass. They might seep under it and damage the device.

3. Dry the glass with a chamois or cellulose sponge to prevent spotting.

clean the lid backing

Minor debris can accumulate on the white document backing located underneath the lid of the HP PSC.

1. Turn off the HP PSC, unplug the power cord, and raise the lid.

   Note: When you unplug the power cord, you will need to reset the date and time. For more information, see **set the date and time** on page 69.

2. Clean the white document backing with a soft cloth or sponge slightly moistened with a mild soap and warm water.

3 Wash the backing gently to loosen debris; do not scrub the backing.

4 Dry the backing with a chamois or soft cloth.

Caution! Do not use paper-based wipes as these might scratch the backing.

5 If this does not clean the backing well enough, repeat the previous steps using isopropyl (rubbing) alcohol, and wipe the backing thoroughly with a damp cloth to remove any residual alcohol.

clean the exterior

Use a soft cloth or slightly moistened sponge to wipe dust, smudges, and stains off the case. The interior of the HP PSC does not require cleaning. Keep fluids away from the interior of the device as well as the front panel.

Note: To avoid damage to painted parts of the HP PSC, do not use alcohol or alcohol-based cleaning products on the front panel or the lid of the HP PSC.

work with print cartridges

To ensure the best print quality from your HP PSC, you will need to perform some simple maintenance procedures and, when prompted by a front panel message, replace the print cartridges.

This section contains the following topics:

- **check the ink levels** on page 80
- **print a self-test report** on page 81
- **handle print cartridges** on page 82
- **replace the print cartridges** on page 83
- **use a photo print cartridge** on page 85
- **use the print cartridge protector** on page 85
- **align the print cartridges** on page 86
- **clean the print cartridges** on page 87
- **clean the print cartridge contacts** on page 87

check the ink levels

You can easily check the ink supply level to determine how soon you might need to replace a print cartridge. The ink level supply shows an approximation of the amount of ink remaining in the print cartridges. Checking the ink levels can only be done from the HP Photo & Imaging Director (HP Director).

to check the ink level for Windows users

1 From the **HP Director**, choose **Settings**, choose **Print Settings**, and then choose **Printer Toolbox**.

2 Click the **Estimated Ink Levels** tab.
The estimated ink levels appear for the print cartridges.

to check the ink level for Macintosh users

1. From the **HP Director**, click **Settings**, and then choose **Maintain Printer**.
2. If the **Select Printer** dialog box opens, select your HP PSC, and then click **Utilities**.
3. From the list, select **Ink Level**.
   The estimated ink levels appear for the print cartridges.

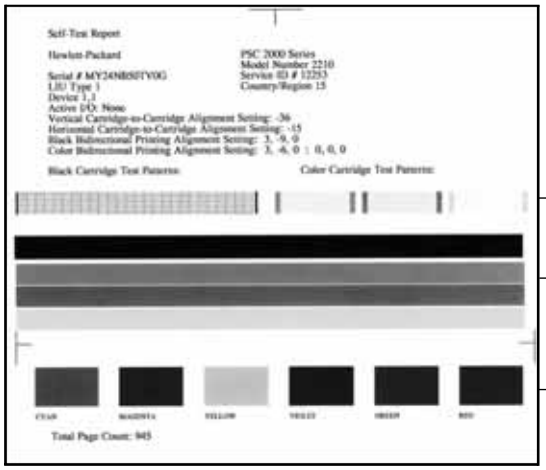
print a self-test report

If you are experiencing problems with printing, print a Self-Test Report before you replace the print cartridges. This report provides useful information about your print cartridges, including status information.

1. Press **Setup**.
2. Press **1**, then press **4**.
   This selects Print Report, and then selects Self-Test Report.

Print Report
1. Last Transaction
2. Fax Log
3. Speed Dial List
4. Self-Test Report
5. Fax Report Setup

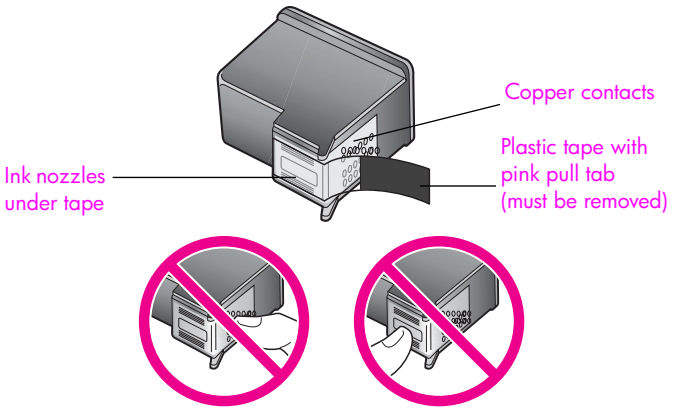
The HP PSC prints a Self-Test Report, which might indicate the source of the printing problem.



3 Check the Self-Test Report for the following:
- The test patterns are even and show a complete grid. If the grids are not complete, this might indicate a problem with the nozzles. You might need to clean the print cartridges. For more information, see **clean the print cartridges** on page 87.
- The Low Ink warning message value. The value will appear above the test pattern for the black, photo (if applicable), or tri-color print cartridges. This value represents the number of Low Ink warning messages that have displayed for each of the print cartridges. If the value displays 1, 2, or 3, the print cartridge might be low on ink. You might need to replace the print cartridge. For more information on replacing print cartridges, see **replace the print cartridges** on page 83.
- The lines of color extend across the page.
- The color blocks have even consistency. You should see cyan, magenta, yellow, violet, green, and red color blocks. If color blocks are missing, this might indicate that the tri-color print cartridge is out of ink. You might need to replace the print cartridge. For more information on replacing print cartridges, see **replace the print cartridges** on page 83. Also check for streaking or white lines. Streaks might indicate clogged nozzles or dirty contacts. You might need to clean the print cartridges. For more information on cleaning the print cartridges, see **clean the print cartridges** on page 87. Do *not* clean with alcohol.

handle print cartridges

Before you replace or clean a print cartridge, you should know the part names and how to handle the print cartridge.



Do not touch the copper contacts or the ink nozzles

replace the print cartridges

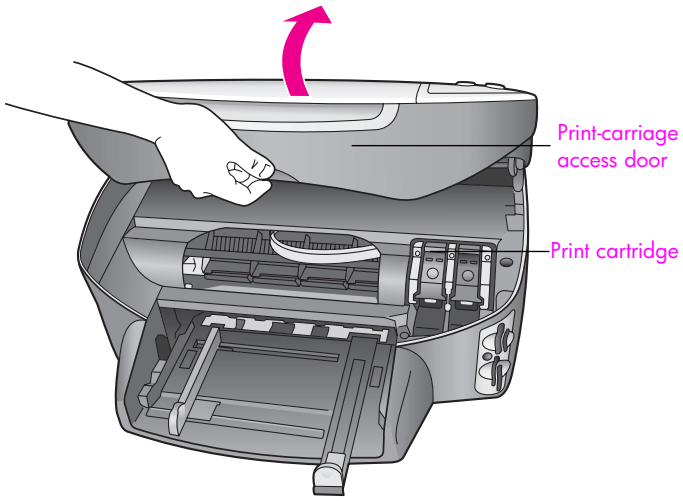
A message appears on the color graphics display to let you know when the ink level for the print cartridge is low. When you receive this message, it is recommended that you replace the print cartridge. You should also replace the print cartridges when you see faded text or if you experience print quality issues related to the print cartridges.

You might also need to replace a print cartridge when you want to use the photo print cartridge for printing high-quality photos.

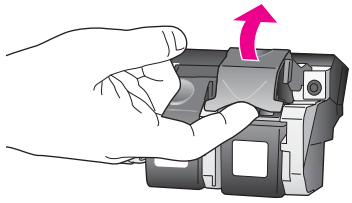
For more information on ordering replacement print cartridges, see **order supplies** on page 77.

1 Turn on the HP PSC, then open the print-carriage access door by lifting the handle until the door locks into place.

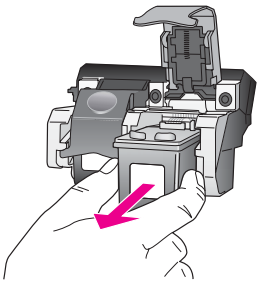
The print carriage will be on the far right side of the HP PSC. Wait for the ramp below the print carriage to lower before removing the print cartridge.



2 After the carriage stops moving and the ramp has lowered, lift the latch to up release the print cartridge.

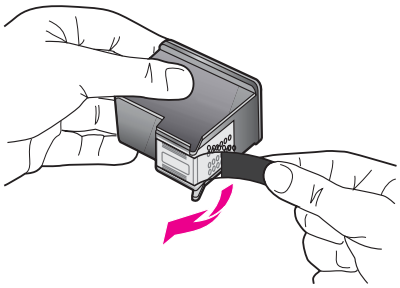


3 Push down on the print cartridge to release it, and then pull it toward you out of its slot.



4 If you are removing the black print cartridge in order to install the photo print cartridge, store it in the print cartridge protector. For more information on the print cartridge protector, see **use the print cartridge protector** on page 85.

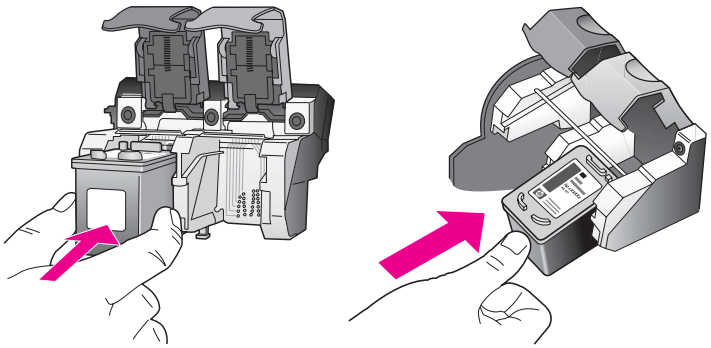
5 Remove the new print cartridge from its packaging and, being careful to touch only the black plastic, gently remove the plastic tape by using the pink pull tab.



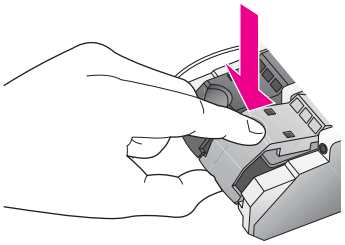
Caution! Do not touch the copper contacts or ink nozzles.

6 Push the new print cartridge below the metal bar at a slight angle, into the appropriate slot, until it clicks into place.

The tri-color print cartridge goes on the left and the black or photo print cartridge goes on the right.



7 Press down on the latch until it stops. Make sure the latch catches below the bottom tabs.



8 Close the print-carriage access door.

use a photo print cartridge

You can optimize the quality of the photos you print with your HP PSC by purchasing a photo print cartridge. Remove the black print cartridge and insert the photo print cartridge in its place. With the tri-color print cartridge and photo print cartridge installed, you have a six-ink system, which provides enhanced quality photos. When you want to print regular text documents, swap the black print cartridge back in. Use a print cartridge protector to keep your print cartridge secure when it is not being used. For more information on using the print cartridge protector, see **use the print cartridge protector** on page 85 and for more information on replacing print cartridges, see **replace the print cartridges** on page 83.

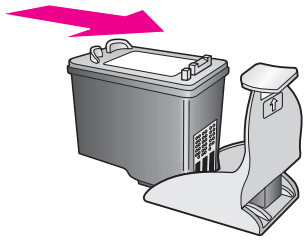
For more information on purchasing a photo print cartridge, see **order print cartridges** on page 77.

use the print cartridge protector

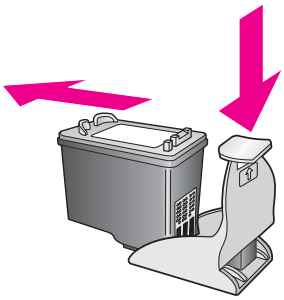
When you purchase a photo print cartridge, you will receive a print cartridge protector.

The print cartridge protector is designed to keep your print cartridge secure when it is not being used. It also prevents the ink from drying out. Whenever you remove a print cartridge from the HP PSC, store it in the print cartridge protector.

- To insert a print cartridge into the print cartridge protector, slide the print cartridge into the print cartridge protector at a slight angle and snap it securely into place.



- To remove the print cartridge from the print cartridge protector, press down and back on the top of the print cartridge protector to release the print cartridge, then slide the print cartridge out of the print cartridge protector.



align the print cartridges

The HP PSC prompts you to align cartridges every time you install or replace a print cartridge. You can also align the print cartridges at any time from the front panel or the HP Director. Aligning the print cartridges ensures high-quality output.

Note: If you remove and re-install the same print cartridge, the HP PSC will not prompt you to align the print cartridges.

to align the print cartridges from the front panel when prompted

- Press **OK**.
  The HP PSC prints a print cartridge alignment sheet and aligns the print cartridges. Recycle or discard the page.

to align the cartridges from the front panel

1. Press **Setup**.
2. Press **5**, then press **2**.
   This selects Tools, and then selects Align Print Cartridge.

Tools
1. Clean Print Cartridge
2. Align Print Cartridge
3. Restore Factory Defaults
4. Reprint Faxes in Memory

The HP PSC prints a print cartridge alignment sheet and aligns the print cartridges. Recycle or discard the page.

to align the print cartridges from the hp director for Windows users

1. From the **HP Director**, choose **Settings**, choose **Print Settings**, and then choose **Printer Toolbox**.
2. Click the **Device Services** tab.
3. Click **Align the Print Cartridges**.
   The HP PSC prints a print cartridge alignment sheet and aligns the print cartridges. Recycle or discard the page.

to align the print cartridges from the hp director for Macintosh users

1. From the **HP Director**, click **Settings**, and then choose **Maintain Printer**.
2. If the **Select Printer** dialog box opens, select your HP PSC, and then click **Utilities**.
3. From the list, select **Calibrate**.
4. Click **Align**.
   The HP PSC prints a print cartridge alignment sheet and aligns the print cartridges. Recycle or discard the page.

clean the print cartridges

Use this feature when the Self-Test Report shows streaking or white lines through any of the lines of color. Do not clean print cartridges unnecessarily. This wastes ink and shortens the life of the ink nozzles.

1. Press **Setup**.
2. Press **5**, then press **1**.
   This selects Tools, and then selects Clean Print Cartridge.

Tools
1. Clean Print Cartridge
2. Align Print Cartridges
3. Restore Factory Defaults
4. Reprint Faxes in Memory

If copy or print quality still seem poor after you clean the print cartridges, replace the print cartridge that is affected. For information on replacing print cartridges, see **replace the print cartridges** on page 83.

clean the print cartridge contacts

Clean the print cartridge contacts only if you get repeated front panel messages prompting you to check a print cartridge after you already have cleaned or aligned the print cartridges.

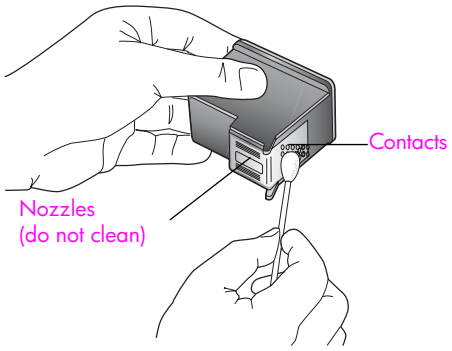
Caution! Do not remove both print cartridges at the same time. Remove and clean each print cartridge one at a time.

Make sure you have the following materials available:

- Dry foam rubber swabs, lint-free cloth, or any soft material that will not come apart or leave fibers.
- Distilled, filtered, or bottled water (tap water might contain contaminants that can damage the print cartridges).

  Caution! Do *not* use platen cleaners or alcohol to clean the print cartridge contacts. These can damage the print cartridge or the HP PSC.

1. Turn the HP PSC on and open the print-carriage access door.
   The print carriage will be on the far right side of the HP PSC. Wait for the ramp below the print carriage to lower before removing the print cartridge.
2. After the print carriage has moved to the right and the ramp has lowered, unplug the power cord from the back of the HP PSC.
3. Lift the latch to release the print cartridge, then pull it out of its slot.
4. Inspect the print cartridge contacts for ink and debris buildup.
5. Dip a clean foam rubber swab or lint-free cloth into distilled water, and squeeze any excess water from it.
6. Hold the print cartridge by its sides.
7. Clean only the contacts. Do *not* clean the nozzles.



8. Place the print cartridge back into the carriage and close the latch.
9. Repeat if necessary for the other print cartridge.
10. Gently close the print-carriage access door and plug in the HP PSC.

restore factory defaults

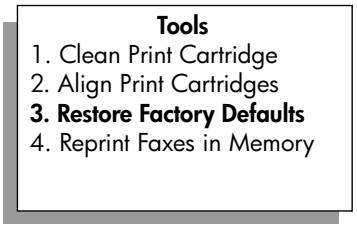
You can restore the original factory settings to what they were when you purchased your HP PSC.

Note: Restoring the factory defaults will not change the date information you set, nor will it affect any changes you made to scan settings and the language and country/region settings.

You can perform this process from the front panel only.

1 Press **Setup**.

2 Press **5**, then press **3**.
This selects Tools, and then selects Restore Factory Defaults.



The factory default settings are restored.

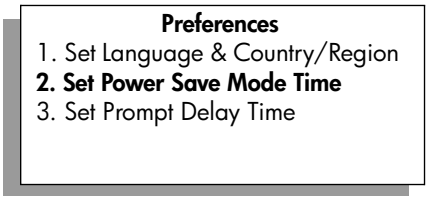
set the power save time

The bulb in your HP PSC remains on for a specified period so that the HP PSC is immediately ready to respond to your request. When the HP PSC has not been used within that specified period, it turns the bulb off to preserve power and displays Power Save On in the color graphics display. You can exit this mode by pressing any button on the front panel.

Your HP PSC is automatically set to enter power-save mode after 12 hours. You can also choose 1, 4, 8, or 12 hours for the prompt delay time. Follow these steps if you want the HP PSC to enter this mode earlier.

1 Press **Setup**.

2 Press **7**, then press **2**.
This selects Preferences, and then selects Set Power Save Mode Time.



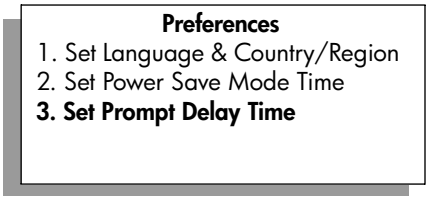
3 Press ▼ until the appropriate time appears, then press **OK**.

set the prompt delay time

The Prompt Delay Time option allows you to control the amount of time that passes before a message prompts you to take further action. For example, if you press Copy and the prompt delay time passes without you pressing another button, “Press Start to begin” appears in the front panel display. You can choose Normal, Fast, or Slow. The default is Normal.

1 Press **Setup**.

2 Press **7**, then press **3**.
This selects Preferences, and then selects Set Prompt Delay Time.



3 Press ▼ until the delay time appears, then press **OK**.

10 get hp psc support

Hewlett-Packard provides Internet and phone support for your HP PSC.

This section contains the following topics:

- **get support and other information from the Internet** on page 91
- **hp customer support** on page 91
- **prepare your hp psc for shipment** on page 94
- **hp distribution center** on page 96

If you are unable to find the answer you need in the printed or onscreen documentation supplied with your product, you can contact one of the HP support services listed in the following pages. Some support services are available only in the U.S. and Canada, while others are available in many countries worldwide. If a support service number is not listed for your country/region, contact your nearest authorized HP dealer for help.

get support and other information from the Internet

If you have Internet access, you can get help for the HP PSC 2400 Series from the following HP website:

www.hp.com/support

This website offers technical support, drivers, supplies, and ordering information.

hp customer support

Software programs from other companies might be included with your HP PSC. If you experience problems with any of those programs, you will receive the best technical assistance by calling the experts at that company.

If you need to contact HP Customer Support, do the following before you call.

1. Make sure that:
   a. Your HP PSC is plugged in and turned on.
   b. The specified print cartridges are installed correctly.
   c. The recommended paper is properly loaded in the input tray.
2. Reset your HP PSC:
   a. Turn off the HP PSC by using the **On** button located on the front panel.
   b. Unplug the power cord from the back of the device.
   c. Plug the power cord back into the HP PSC.
   d. Turn on the HP PSC by using the **On** button.
3. For more information, check the HP website at:
   www.hp.com/support

4 If you are still experiencing problems and need to speak with an HP Customer Support Representative do the following:
   - Have the specific name of your HP PSC, as it appears on the device, available.
   - Have your serial number and service ID ready. To display your serial number, press **OK** and **Start Black** at the same time, until the serial number appears in the color graphics display. To display your service ID, press **OK** and **Start Color** at the same time, until **Service ID:** and the number appear in the color graphics display.
   - Print a Self-Test Report. See **print a self-test report** on page 81 for information on printing this report.
   - Make a color copy.
   - Be prepared to describe your problem in detail.
5 Call HP Customer Support. Be near your HP PSC when you call.

call in North America during warranty

Call 1-800-HP-INVENT. US phone support is available in both English and Spanish languages 24 hours a day, 7 days a week (days and hours of support may change without notice). This service is free during the warranty period. A fee may apply outside the warranty period.

call elsewhere in the world

The numbers listed below are current as of the publication date of this guide. For a list of current international HP Support Service numbers, go to the website listed below and choose your own country/region or language:

www.hp.com/support

You can call the HP support center in the following countries/regions. If your countries/regions is not listed, contact your local dealer or nearest HP Sales and Support Office to find out how to obtain services.

Support service is free during the warranty period; however, your standard long-distance phone charges will apply. In some cases, a flat fee per single incident will also apply.

For phone support in Europe, please check for the details and conditions of phone support in your country/region. Go to the following website:

www.hp.com/support

Alternatively, you can ask your dealer or call HP at the phone number provided in this booklet.

As part of our constant efforts to improve our phone support service, we advise you to check our website on a regular basis for new information regarding service features and delivery.

country/region	hp technical support	country/region	hp technical support
Algeria[1]	+213(0)61 56 45 43	Luxembourg (French)	900 40 006
Argentina	(54)11-4778-8380 0-810-555-5520	Luxembourg (German)	900 40 007
Australia	+61 3 8877 8000 1902 910 910	Malaysia	1-800-805405
Austria	+43 (0) 820 87 4417	Mexico	01-800-472-6684
Bahrain (Dubai)	+973 800 728	Mexico (Mexico City)	5258-9922
Belgium (Dutch)	+32 (0) 70 300 005	Morocco[1]	+212 224 047 47
Belgium (French)	+32 (0) 70 300 004	Netherlands (0.10 Euro/min.)	0900 2020 165

country/region	hp technical support	country/region	hp technical support
Bolivia	800-100247	New Zealand	0800 441 147
Brazil (Grande São Paulo)	(11) 3747 7799	Norway	+47 815 62 070
Brazil (Demais Localidades)	0800 157751	Oman	+971 4 883 8454
Canada during warranty	(905) 206 4663	Palestine	+971 4 883 8454
Canada post-warranty (per-call charge)	1-877-621-4722	Panama	001-800-7112884
Caribbean & Central America	1-800-711-2884	Peru	0-800-10111
Chile	800-360-999	Philippines	632-867-3551
China	86-21-38814518 8008206616	Poland	+48 22 865 98 00
Colombia	9-800-114-726	Portugal	+351 808 201 492
Costa Rica	0-800-011-0524	Puerto Rico	1-877-232-0589
Czech Republic	+42 (0) 2 6130 7310	Qatar	+971 4 883 8454
Denmark	+45 70202845	Romania	+40 1 315 44 42
Ecuador (Andinatel)	999119+1-800-7112884	Russia, Moscow	+7 095 797 3520
Ecuador (Pacifitel)	1-800-225528+1-800-7112884	Russia, St. Petersburg	+7 812 346 7997
Europe (English)	+44 (0) 207 512 5202	Saudi Arabia	+966 800 897 1444
Egypt	+20 02 532 5222	Singapore	(65) 272-5300
Finland	+358 (0) 203 66 767	Slovakia	+ 421 2 6820 8080
France (0.34 Euro/ min.)	+33 (0) 892 6960 22	South Africa (RSA)	086 000 1030
Germany (0.12 Euro/ min.)	+49 (0) 180 5652 180	South Africa, Outside Republic	+27-11 258 9301
Greece	+30 10 6073 603	Spain	+34 902 010 059
Hong Kong	+85 (2) 3002 8555	Sweden	+46 (0)77 120 4765
Guatemala	1800-995-5105	Switzerland [2] (0.08 CHF/ min. during peak hours, 0.04 CHF/min. during off-peak hours)	+41 (0) 848 672 672
Hungary	+36 (0) 1 382 1111	Taiwan	+886-2-2717-0055 0800 010 055
India	1-600-112267 91 11 682 6035	Thailand	+66 (2) 661 4000
Indonesia	62-21-350-3408	Tunisia [1]	+216 1 891 222
Ireland	+353 1890 923902	Turkey	+90 216 579 7171
Israel	+972 (0) 9 803 4848	Ukraine	+7 (380-44) 490-3520

country/region	hp technical support	country/region	hp technical support
Italy	+39 848 800 871	United Arab Emirates	+971 4 883 845
Japan	0570 000 511 +81 3 3335 9800	United Kingdom	+44 (0) 870 010 4320
Jordan	+971 4 883 8454	Venezuela	01-800-4746.8368
Korea	+82 1588 3003	Venezuela (Caracas)	(502) 207-8488
Kuwait	+971 4 883 8454	Vietnam	84-8-823-4530
Lebanon	+971 4 883 8454	Yemen	+971 4 883 8454

1 This Call Center supports French-speaking customers from the following countries: Morocco, Tunisia, and Algeria.
2 This Call Center supports German-, French- and Italian-speaking customers in Switzerland.

call in Australia post-warranty

If your product is not under warranty, you can call 03 8877 8000. A per-incident, out-of-warranty support fee of $27.50 (inc GST) will be charged to your credit card. You can also call 1902 910 910 ($27.50 charged to your phone account) from 9:00 A.M. to 5:00 P.M. Monday through Friday. Charges and support hours are subject to change without notice.

prepare your hp psc for shipment

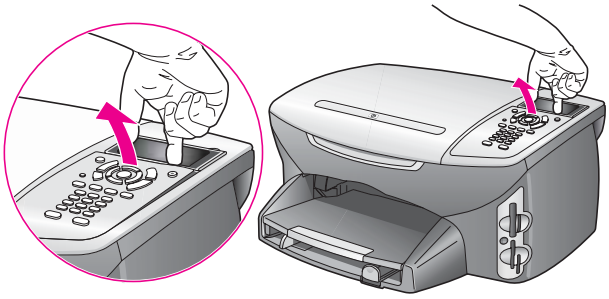
If after contacting HP Customer Support or returning to the point of purchase, you are requested to send your HP PSC in for service, please follow the power off and repackage steps below to avoid further damage to the HP product.

1. Turn on the HP PSC.

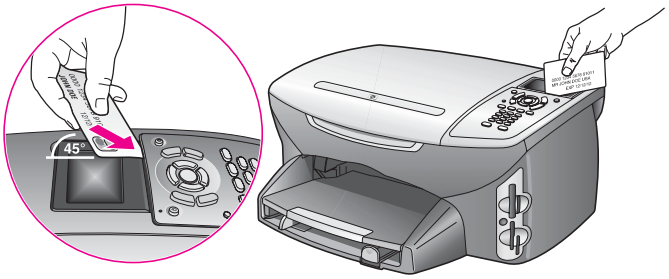
   Disregard steps 1 through 6 if your device will not turn on and the print carriage is in the home position. You will not be able to remove the print cartridges. Proceed to step 7.
2. Open the print-carriage access door.
3. Remove the print cartridges from their holders, and lower the latches. See **replace the print cartridges** on page 83 for information on removing the print cartridges.

   Caution! Remove both print cartridges and lower both latches. Failure to do so might damage your HP PSC.
4. Place the print cartridges in an airtight bag so they will not dry out, and put them aside. Do not send them with the HP PSC, unless instructed to by the HP customer support call agent.
5. Close the print-carriage access door and wait a few minutes for the print carriage to move back to its home position.
6. Turn off the HP PSC.

7 Remove the front panel cover as follows:
   a. Make sure the color graphics display is lying flat against the HP PSC.
   b. Place your finger on the top right corner of the front panel cover.
   c. Gently pry the corner up and lift the front panel cover from the device as shown below.

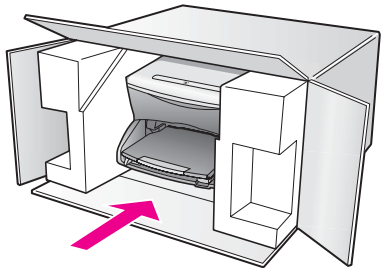


Tip: You can also use a thin, flat object, such as a credit card, to lift the front panel cover. Gently slide the credit card at a slight angle, about 45 degrees, between the color graphics display and the front panel cover. Apply slight downward pressure to lift the front panel cover.



8 Retain the front panel cover. Do not return the front panel cover with the HP PSC.

9 If available, pack the HP PSC for shipment by using the original packing materials or the packaging materials that came with your exchange device.



If you do not have the original packaging materials, please use other adequate packaging materials. Shipping damage caused by improper packaging and/or improper transportation is not covered under the warranty.

10 Place the return shipping label on the outside of the box.

11 Include the following items in the box:
   - A brief description of symptoms for service personnel (samples of print quality problems are helpful).
   - A copy of the sales slip or other proof of purchase to establish the warranty coverage period.
   - Your name, address, and a phone number where you can be reached during the day.

hp distribution center

To order HP PSC software, a copy of the printed Reference Guide, a Setup Poster, or other customer-replaceable parts, do one of the following:

- In the U.S. or Canada, call 1-800-HP-INVENT (1-800-474-6836).
- Outside of this country/region, go to this website:
  www.hp.com/support

11 warranty information

Your HP PSC comes with a limited warranty that is described in this section. Information about how to obtain warranty service and how you can upgrade your standard factory warranty is also provided.

This section contains the following topics:

- **duration of limited warranty** on page 97
- **warranty service** on page 97
- **warranty upgrades** on page 97
- **returning your hp psc for service** on page 98
- **hewlett-packard limited global warranty statement** on page 98

duration of limited warranty

Duration of Limited Warranty (hardware and labor): 1 Year

Duration of Limited Warranty (CD media): 90 Days

Duration of Limited Warranty (ink cartridges): Until the genuine HP ink is depleted, or the "end of warranty" date printed on the product is reached, whichever occurs first.

warranty service

express service

To obtain HP express repair service, the customer must contact an HP service office or an HP Customer Support Center for basic troubleshooting first. See **hp customer support** on page 91 for steps to take before calling Customer Support.

If a customer device needs a minor part replacement and these parts can normally be replaced by the customer, the customer-replaceable components may be serviced through expedited part shipment. In this event, HP will prepay shipping charges, duty and taxes; provide telephone assistance on replacement of the component; and pay shipping charges, duty, and taxes for any part that HP asks to be returned.

The HP Customer Support Center may direct customers to designated authorized service providers who are certified by HP to service the HP product.

warranty upgrades

Upgrade your standard factory warranty to a total of three years with the HP SUPPORTPACK. Service coverage begins on product purchase date and the pack must be purchased within the first 180 days of product purchase. This program offers phone support from 6:00 A.M. to 10:00 P.M. Mountain Standard Time (MST) Monday through Friday and 9:00 A.M. to 4:00 P.M. (MST) on Saturdays. If during your technical support call it is determined that you need a replacement product, then HP will ship you this product next business day free of charge. Available in U.S. only.

For more information, please call 1-888-999-4747 or visit the HP website:

www.hp.com/go/hpsupportpack

Outside the U.S., please call your local HP Customer Support office. See **call elsewhere in the world** on page 92 for a list of international Customer Support numbers.

chapter 11

returning your hp psc for service

Before returning your HP PSC for service, you must call HP Customer Support. See hp customer support on page 91 for steps to take before calling Customer Support.

hewlett-packard limited global warranty statement

The following information specifies the HP limited global warranty.

This section contains the following topics:

- extent of limited warranty on page 98
- limitations of warranty on page 99
- limitations of liability on page 99
- local law on page 99
- limited warranty information for EU countries on page 100

extent of limited warranty

Hewlett-Packard ("HP") warrants to the end-user customer ("Customer") that each HP PSC 2400 Series product ("Product"), including related software, accessories, media, and supplies, shall be free from defects in material and workmanship for the duration, which begins on the date of purchase by the Customer.

For each hardware Product, the duration of HP's limited warranty is one year for parts and one year for labor. For all other Products, the duration of HP's limited warranty for both parts and labor is ninety days.

For each software Product, HP's limited warranty applies only to a failure to execute programming instructions. HP does not warrant that the operation of any Product shall be uninterrupted or error free.

HP's limited warranty covers only those defects which arise as a result of normal use of a Product, and does not cover any other problems, including those which arise as a result of (a) improper maintenance or modification, (b) software, accessories, media, or supplies not provided or supported by HP, or (c) operation outside the Product's specifications.

For any hardware Product, the use of a non-HP ink cartridge or a refilled ink cartridge does not affect either the warranty to the Customer or any HP support contract with the Customer. However, if Product failure or damage is attributable to the use of a non-HP or refilled ink cartridge, HP shall charge its standard labor and materials charges to service the Product for the failure or damage.

If HP receives, during the applicable warranty period, notice of a defect in any Product, HP shall either repair or replace the defective Product, at HP's option. Where labor charges are not covered by HP's limited warranty, repairs shall be at HP's standard charges for labor.

If HP is unable to repair or replace, as applicable, a defective Product which is covered by HP's warranty, HP shall, within a reasonable time after being notified of the defect, refund the purchase price for the Product.

HP shall have no obligation to repair, replace, or refund until the Customer returns the defective Product to HP.

Any replacement product may be either new or like-new, provided that it has functionality at least equal to that of the Product being replaced.

HP products, including each Product, may contain remanufactured parts, components, or materials equivalent to new in performance.

HP's limited warranty for each Product is valid in any country/region or locality where HP has a support presence for the Product and where HP has marketed the Product. The level of warranty service may vary according to local standards. HP shall have no obligation to alter the form, fit, or function of the Product in order to make it operate in a country/region or locality for which the Product was never intended to operate.

limitations of warranty

TO THE EXTENT ALLOWED BY LOCAL LAW, NEITHER HP NOR ITS THIRD PARTY SUPPLIERS MAKE ANY OTHER WARRANTY OR CONDITION OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THE COVERED HP PRODUCTS, AND SPECIFICALLY DISCLAIM THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

limitations of liability

To the extent allowed by local law, the remedies provided in this Limited Warranty Statement are the Customer's sole and exclusive remedies.

TO THE EXTENT ALLOWED BY LOCAL LAW, EXCEPT FOR THE OBLIGATIONS SPECIFICALLY SET FORTH IN THIS LIMITED WARRANTY STATEMENT, IN NO EVENT SHALL HP OR ITS THIRD PARTY SUPPLIERS BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY AND WHETHER ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

local law

This Limited Warranty Statement gives the Customer specific legal rights. The Customer may also have other rights which vary from state to state in the United States, from province to province in Canada, and from country/region to country/region elsewhere in the world.

To the extent this Limited Warranty Statement is inconsistent with local law, this Statement shall be deemed modified to be consistent with such local law. Under such local law, certain disclaimers and limitations of this Statement may not apply to the Customer. For example, some states in the United States, as well as some governments outside the United States (including provinces in Canada), may:

Preclude the disclaimers and limitations in this Statement from limiting the statutory rights of a consumer (e.g. the United Kingdom);

Otherwise restrict the ability of a manufacturer to enforce such disclaimers or limitations; or

Grant the Customer additional warranty rights, specify the duration of implied warranties which the manufacturer cannot disclaim, or not allow limitations on the duration of implied warranties.

FOR CONSUMER TRANSACTIONS IN AUSTRALIA AND NEW ZEALAND, THE TERMS IN THIS LIMITED WARRANTY STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO, THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THE COVERED HP PRODUCTS TO SUCH CUSTOMERS.

limited warranty information for EU countries

Listed below are the names and addresses of the HP entities which grant HP's Limited Warranty (manufacturer's warranty) in EU countries.

You may also have statutory legal rights against the seller on the basis of the purchase agreement in addition to the manufacturer's warranty, which are not restricted by this manufacturer's warranty.

Belgique/Luxembourg Hewlett-Packard Belgium SA/NV Woluwedal 100 Boulevard de la Woluwe B-1200 Brussels	Ireland Hewlett-Packard Ireland Ltd. 30 Herbert Street IRL-Dublin 2
Danmark Hewlett-Packard A/S Kongevejen 25 DK-3460 Birkeroed	Nederland Hewlett-Packard Nederland BV Startbaan 16 1187 XR Amstelveen NL
France Hewlett-Packard France 1 Avenue du Canada Zone d'Activite de Courtaboeuf F-91947 Les Ulis Cedex	Portugal Hewlett-Packard Portugal - Sistemas de Informática e de Medida S.A. Edificio D. Sancho I Quinta da Fonte Porto Salvo 2780-730 Paco de Arcos P-Oeiras
Deutschland Hewlett-Packard GmbH Herrenberger Straße 110-140 D-71034 Böblingen	Österreich Hewlett-Packard Ges.m.b.H. Lieblgasse 1 A-1222 Wien
España Hewlett-Packard Española S.A. Carretera Nacional VI km 16.500 28230 Las Rozas E-Madrid	Suomi Hewlett-Packard Oy Piispankalliontie 17 FIN-02200 Espoo
Greece Hewlett-Packard Hellas 265, Mesogion Avenue 15451 N. Psychiko Athens	Sverige Hewlett-Packard Sverige AB Skalholtsgatan 9 S-164 97 Kista
Italia Hewlett-Packard Italiana S.p.A Via G. Di Vittorio 9 20063 Cernusco sul Naviglio I-Milano	United Kingdom Hewlett-Packard Ltd Cain Road Bracknell GB-Berks RG12 1HN

12 technical information

The technical specifications and international regulatory information for your HP PSC are provided in this section.

This section contains the following topics:

- system requirements on page 101
- paper specifications on page 102
- print specifications on page 104
- print margin specifications on page 104
- copy specifications on page 105
- fax specifications on page 106
- photo memory card specifications on page 106
- scan specifications on page 107
- physical specifications on page 107
- power specifications on page 107
- environmental specifications on page 107
- additional specifications on page 107
- environmental product stewardship program on page 108
- regulatory notices on page 109

system requirements

The following specifications are subject to change without notice.

Windows PC requirements		
item	minimum	recommended
Processor	See Read Me file for details	
Operating System Windows 98 Windows 98SE Windows ME	RAM 128 MB	RAM 256 MB
Windows 2000 Windows XP	RAM 128 MB	RAM 256 MB or more
Disk space needed for installation	See Read Me file for details	
Additional disk space needed for scanned images	50 MB	
Additional disk space needed for Memories Disc	700 MB	
Monitor	SVGA 800 by 600 16-bit color	
Additional hardware	CD-ROM drive	
I/O	Available USB port	
Internet access		Recommended

Windows PC requirements		
item	minimum	recommended
Sound card		Recommended
Other	Microsoft Internet Explorer 5.01 or higher	

Macintosh requirements		
item	minimum	recommended
Processor	See Read Me file for details	
Operating System Macintosh OS 9 Macintosh OS X	RAM 64 MB 128 MB	RAM 128 MB 256 MB
Disk space needed for installation Macintosh OS 9 Macintosh OS X	See Read Me file for details	
Additional disk space needed for scanned images	50 MB	
Additional disk space needed for Memories Disc	700 MB	
Monitor	SVGA 800 by 600	
Additional hardware	CD-ROM drive	
I/O	Available USB port	
Internet access		Recommended
Sound card		Recommended
Other	Microsoft Internet Explorer 5.01 or higher	

paper specifications

This section contains the following topics:

- paper tray capacities on page 102
- paper sizes on page 103

paper tray capacities

type	paper weight	input tray[1]	output tray[2]
Plain paper	16 to 24 lb. (60 to 90 gsm)	150 (20 lb. paper)	50 (20 lb. paper)
Legal paper	20 to 24 lb. (75 to 90 gsm)	150 (20 lb. paper)	50 (20 lb. paper)
Cards	110 lb. index max (200 gsm)	60	10
Envelopes	20 to 24 lb. (75 to 90 gsm)	22	10

type	paper weight	input tray[1]	output tray[2]
Banners	16 to 24 lb. (60 to 90 gsm)	20	20 or fewer
Transparency film	N/A	25	25 or fewer
Labels	N/A	20 sheets	20 sheets
4 by 6 inch (10 by 15 cm) photo paper	145 lb. (236 gsm)	30	30

1 Maximum capacity.
2 Output tray capacity is affected by the type of paper and the amount of ink you are using. HP recommends emptying the output tray frequently.

paper sizes

type	size
Paper	Letter: 8.5 by 11 inches (216 by 279 mm) Legal: 8.5 by14 inch (216 by 356 mm) A4: 210 by 297 mm Photo: 4 by 6 inches (101 by 152 mm), 5 by 7 inches (127 by 178 mm), 8.5 by 11 inches (216 by 279 mm), L (Japan only) 3.5 by 5 inches (89 by 127 mm)
Banner	Letter: HP Banner Paper, A4 Z-fold Computer Paper: (Tractor Perforations Removed)
Envelopes	U.S. #10: 4.12 by 9.5 inches (105 by 241 mm) A2: 4.37 by 5.75 inches (111 by146 mm) DL: 4.33 by 8.66 inches (110 by 220 mm) C6: 4.49 by 6.38 inches (114 by 162 mm)
Transparency films	Letter: 8.5 by 11 inches (216 by 279 mm) A4: 210 by 297 mm
Cards	3 by 5 inches (76 by 127 mm) 4 by 6 inches (101 by 152 mm) 5 by 7 inches (127 by 178 mm) Hagaki postcard: 100 by 148 mm
Labels	Letter: 8.5 by 11 inches (216 by 279 mm) A4: 210 by 297 mm
Custom	3 by 5 inches up to 8.5 by 14 inches (76 by 127 mm up to 216 by 356 mm)

print specifications

- 600 by 600 dpi black
- 1200 by 1200 dpi color with HP PhotoREt III
- Method: drop-on-demand thermal inkjet
- Language: HP PCL Level 3, PCL3 GUI or PCL 10
- Print speeds vary according to the complexity of the document
- Duty cycle: 500 printed pages per month (average)
- Duty cycle: 5000 printed pages per month (maximum)

mode		resolution (dpi)	speed (ppm)
Best	Black	1200 by 1200	2
	Color	1200 by 1200 (up to 4800 dpi optimized[1])	0.5
Normal	Black	600 by 600	7
	Color	600 by 600	4
Fast	Black	300 by 300	21
	Color	300 by 300	15

1 Up to 4800 by 1200 optimized dpi color printing on premium photo papers, 1200 by 1200 input dpi.

print margin specifications

	top (leading edge)	bottom (trailing edge)[1]	left	right
paper				
U.S. letter	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.25 inches (6.4 mm)	0.25 inches (6.4 mm)
U.S. legal	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.25 inches (6.4 mm)	0.25 inches (6.4 mm)
ISO A4	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
envelopes				
U.S. No. 10	0.13 inches (3.4 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
A2 (5.5 baronial)	0.13 inches (3.4 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
DL	0.13 inches (3.4 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
C6	0.13 inches (3.4 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
cards				
U.S. 3 by 5 inches	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)

	top (leading edge)	bottom (trailing edge)[1]	left	right
U.S. 4 by 6 inches	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
U.S. 5 by 8 inches	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
ISO and JIS A6	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.43.4 mm)	0.13 inches (3.4 mm)
Hagaki (100 by 148 mm)	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.4 mm)	0.13 inches (3.4 mm)
Borderless photo (4 by 6 inches)	0	0	0	0
Borderless A6 card (105 by 148 mm)	0	0	0	0
Borderless Hagaki (100 by 148 mm)	0	0	0	0

1 This margin is not Inkjet-compatible; however, the total writing area is compatible. The writing area is offset from center by 0.21 inches (5.4 mm), which causes asymmetric top and bottom margins.

copy specifications

- Digital image processing
- Up to 99 copies from original (varies by model)
- Digital zoom from 25 to 400% (varies by model)
- Fit to page, Poster, Many on page
- Up to 21 copies per minute black; 14 copies per minute color (varies by model)
- Copy speeds vary according to the complexity of the document

mode		speed (ppm)	print resolution (dpi)	scan resolution (dpi)[1]
Best	Black	up to 0.8	1200 by 1200[2]	1200 by 2400
	Color	up to 0.8	1200 by 1200[2]	1200 by 2400
Normal	Black	up to 7	600 by 1200	600 by 1200
	Color	up to 4	600 by 600	600 by 1200
Fast	Black	up to 21	300 by 1200	600 by 1200
	Color	up to 14	600 by 300	600 by 1200

1 Maximum at 400% scaling.
2 On photo paper or premium paper.

fax specifications

- Walk-up color fax
- Up to 60 speed dials (varies by model)
- Up to 60-page memory (varies by model). (Based on ITU-T Test Image #1 at standard resolution. More complicated pages or higher resolution will take longer and use more memory.)
- Manual multiple page fax
- Automatic redial (up to five times)
- Confirmation and activity reports
- CCITT/ITU Group 3 fax with Error Correction Mode
- 36.6 Kbps transmission
- 6 seconds/page speed at 33.6 Kbps. (based on ITU-T Test Image #1 at standard resolution. More complicated pages or higher resolution will take longer and use more memory.)
- Ring detect with automatic fax/answering machine switching

	photo (dpi)	fine (dpi)	standard (dpi)
Black	200 by 200 (8-bit grayscale)	200 by 200	200 by 100
Color	200 by 200	200 by 200	200 by 200

photo memory card specifications

- Maximum recommended number of files on a memory card: 1,000
- Maximum recommended individual file size: 12 megapixels maximum, 8 MB maximum
- Maximum recommended memory card size: 1 GB (solid state only)

Note: Approaching any of the recommended maximums on a memory card might cause the performance of the HP PSC to run slower than expected.

supported memory card types
CompactFlash
SmartMedia
Memory Stick
Memory Stick Duo
Memory Stick Pro
Secure Digital
MultiMediaCard (MMC)
xD-Picture Card

scan specifications

- Image editor included
- OCR software automatically converts scanned text to editable text
- Scan speeds vary according to the complexity of the document

item	description
Resolution	1200 by 2400 dpi optical, up to 19,200 dpi enhanced
Color	48-bit color 8-bit grayscale (256 levels of gray)
Interface	TWAIN-compliant
Scanning Area	US letter, A4

physical specifications

- Height: 8.7 inches (22 cm) (color graphics display in the down position)
- Width: 18.2 inches (46 cm)
- Depth: 14.6 inches (37 cm)
- Weight:19 pounds (8.6 kg)

power specifications

- Power consumption: 80 W maximum
- Input voltage: AC 100 to 240 V ~ 1 A 50–60 Hz, grounded
- Output voltage: DC 32 V===940 mA, 16V===625 mA

environmental specifications

- Recommended operating temperature range: 15° to 32° C (59° to 90° F)
- Allowable operating temperature range: 5° to 40° C (41° to 104° F)
- Humidity: 15 to 85% RH non-condensing
- Non-operating (Storage) temperature range: –4° to 60° C (–40° to 140° F)
- In the presence of high electromagnetic fields, it is possible the output from the HP PSC might be slightly distorted
- HP recommends using a USB cable less than or equal to 3 m (10 feet) in length to minimize injected noise due to potential high electromagnetic fields

additional specifications

- Memory: 8 MB ROM, 32 MB DRAM

If you have Internet access, you can get acoustic information from the HP website. Go to:

www.hp.com/support

environmental product stewardship program

This section contains the following topics:

- protecting the environment on page 108
- ozone production on page 108
- energy use on page 108
- paper use on page 108
- plastics on page 108
- material safety data sheets on page 108
- recycling program on page 109
- hp inkjet supplies recycling program on page 109

protecting the environment

Hewlett-Packard is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment.

For more information, visit HP's Commitment to the Environment website at:

www.hp.com/hpinfo/globalcitizenship/environment/index.html

ozone production

This product generates no appreciable ozone gas (O_3).

energy use

Energy usage drops significantly while in ENERGY STAR® mode, which saves natural resources, and saves money without affecting the high performance of this product. This product qualifies for ENERGY STAR, which is a voluntary program established to encourage the development of energy-efficient office products.

ENERGY STAR is a U.S. registered service mark of the U.S. EPA. As an ENERGY STAR partner, HP has determined that this product meets ENERGY STAR guidelines for energy efficiency.

For more information on ENERGY STAR guidelines, go to the following website:

www.energystar.gov

paper use

This product is suited for the use of recycled paper according to DIN 19309.

plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at the end of the product's life.

material safety data sheets

Material safety data sheets (MSDS) can be obtained from the HP website at:

www.hp.com/go/msds

Customers without Internet access should contact their local HP Customer Support Center.

recycling program

HP offers an increasing number of product return and recycling programs in many countries, as well as partnering with some of the largest electronic recycling centers throughout the world. HP also conserves resources by refurbishing and reselling some of its most popular products.

This HP product contains the following materials that might require special handling at end-of-life:

- Mercury in the fluorescent lamp in the scanner (< 2mg)
- Lead in solder

hp inkjet supplies recycling program

HP is committed to protecting the environment. The HP Inkjet Supplies Recycling Program is available in many countries/regions, and lets you recycle used print cartridges free of charge. For more information, see the following website:

www.hp.com/hpinfo/globalcitizenship/environment/recycle/inkjet.html

regulatory notices

The HP PSC is designed to meet the regulatory requirements for your country/region.

This section contains the following topics:

- regulatory model identification number on page 109
- notice to users of the U.S. telephone network: FCC requirements on page 109
- FCC statement on page 110
- note à l'attention des utilisateurs du réseau téléphonique Canadien/notice to users of the Canadian telephone network on page 111
- note à l'attention des utilisateurs Canadien/notice to users in Canada on page 112
- notice to users of the European Economic Area on page 112
- notice to users of the German telephone network on page 112
- declaration of conformity (European Union) on page 112
- geräuschemission on page 113
- notice to users in Japan (VCCI-2) on page 113
- notice to users in Korea on page 113

regulatory model identification number

For regulatory identification purposes, your product is assigned a Regulatory Model Number. The Regulatory Model Number for your product is SDGOB-0301-02. This regulatory number should not be confused with the marketing name (HP PSC 2400 Photosmart Series) or product number (Q3083A).

notice to users of the U.S. telephone network: FCC requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

Note: The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

FCC statement

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

Declaration of Conformity: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment

does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Product Regulations Manager, Hewlett-Packard Company, San Diego, (858) 655-4100.

The user may find the following booklet prepared by the Federal Communications Commission helpful: How to Identify and Resolve Radio-TV Interference Problems. This booklet is available from the U.S. Government Printing Office, Washington DC, 20402. Stock No. 004-000-00345-4.

> **Caution!** Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by the Hewlett-Packard Company may cause harmful interference and void the FCC authorization to operate this equipment.

note à l'attention des utilisateurs du réseau téléphonique Canadien/notice to users of the Canadian telephone network

Cet appareil est conforme aux spécifications techniques des équipements terminaux d'Industrie Canada. Le numéro d'enregistrement atteste de la conformité de l'appareil. L'abréviation IC qui précède le numéro d'enregistrement indique que l'enregistrement a été effectué dans le cadre d'une Déclaration de conformité stipulant que les spécifications techniques d'Industrie Canada ont été respectées. Néanmoins, cette abréviation ne signifie en aucun cas que l'appareil a été validé par Industrie Canada.

Pour leur propre sécurité, les utilisateurs doivent s'assurer que les prises électriques reliées à la terre de la source d'alimentation, des lignes téléphoniques et du circuit métallique d'alimentation en eau sont, le cas échéant, branchées les unes aux autres. Cette précaution est particulièrement importante dans les zones rurales.

Le numéro REN (Ringer Equivalence Number) attribué à chaque appareil terminal fournit une indication sur le nombre maximal de terminaux qui peuvent être connectés à une interface téléphonique. La terminaison d'une interface peut se composer de n'importe quelle combinaison d'appareils, à condition que le total des numéros REN ne dépasse pas 5.

Basé sur les résultats de tests FCC Partie 68, le numéro REN de ce produit est 0.2B.

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation IC before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

> **Note:** The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 0.2B, based on FCC Part 68 test results.

note à l'attention des utilisateurs Canadien/notice to users in Canada

Le présent appareil numérique n'émet pas de bruit radioélectrique dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

This digital apparatus does not exceed the Class B limits for radio noise emissions from the digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

notice to users of the European Economic Area

CE

This product is designed to interwork with the analogue telephone networks in the following countries:

:

Austria	Greece	Portugal
Belgium	Ireland	Spain
Denmark	Italy	Sweden
Finland	Luxembourg	Switzerland
France	Netherlands	United Kingdom
Germany	Norway	

Network compatibility depends on customer selected settings, which must be reset to use the equipment on a telephone network in a country/region other than where the product was purchased. Contact the vendor or Hewlett-Packard Company if addition product support is necessary.

This equipment has been certified by the manufacturer in accordance with Directive 1999/5/EC (annex II) for Pan-European single-terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

This equipment is designed for DTMF tone dialing and loop disconnect dialing. In the unlikely event of problems with loop disconnect dialing, it is recommended to use this equipment only with the DTMF tone dial setting.

notice to users of the German telephone network

This HP fax product is designed to connect only to the analogue public-switched telephone network (PSTN). Please connect the TAE N telephone connector plug, provided with the HP PSC 2400 and HP PSC 2500 series into the wall socket (TAE 6) code N. This HP fax product can be used as a single device and/or in combination (in serial connection) with other approved terminal equipment.

declaration of conformity (European Union)

The Declaration of Conformity in this document complies with ISO/IEC Guide 22 and EN 45014. It identifies the product, manufacturer's name and address, and applicable specifications recognized in the European community.

geräuschemission

LpA < 70 dB
am Arbeitsplatz
im Normalbetrieb
nach DIN 45635 T. 19

notice to users in Japan (VCCI-2)

この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＢ情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると受信障害を引き起こすことがあります。
取り扱い説明書に従って正しい取り扱いをして下さい。

notice to users in Korea

사용자 안내문 : **B** 급 기기

이 기기는 비업무용으로 전자파적합등록을 받은 기기이오니, 주거지역에서는 물론, 모든 지역에서 사용 하실 수 있습니다.

declaration of conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name and Address:	
Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA	
Regulatory Model Number:	SDGOB-0301-02
Declares that the product:	
Product Name:	HP PSC 2400 Photosmart Series (Q3083A)
Model Number(s):	2405 (Q3086A), 2410 (Q3087A), 2410xi (Q3088A), 2410v (Q3089A), 2420 (Q3085A), 2450 (Q3090A-Japan only)
Power Adapters:	0950-4466
Conforms to the following product specifications:	
Safety:	IEC 60950:1991+A1+A2+A3+A4
	EN 60950:1992+A1+A2+A3+A4+A11
	UL1950/CSA22.2 No.950, 3rd Edition:1995
	NOM 019-SFCI-1993
	GB4943: 2001
EMC:	CISPR22:1997 / EN 55022:1998, Class B
	CISPR 24:1997 / EN 55024:1998
	IEC 61000-3-2:1995 / EN 61000-3-2:1995
	IEC 61000-3-3:1994 / EN 61000-3-3:1995
	AS/NZS3548
	CNS13438, VCCI-2
	FCC Part15-Class B/ICES-003, Issue 2
	GB9254: 1998
Telecom:	TBR 21:1998
Supplementary Information:	
The Product herewith complies with the requirements of EMC Directive 89/336/EEC, Low Voltage Directive 73/23/EEC and the R&TTE Directive 1999/5/EEC (Annex II) and carries the CE marking accordingly: • This product was tested in a typical configuration	
European Contact for regulatory topics only: Hewlett Packard GmbH, HQ-TRE, Herrenberger Strasse 140, D-71034 Böblingen Germany. (FAX +49-7031-14-3143)	

13 fax setup

After completing all steps in the Setup Poster, use the instructions in this section to complete your fax setup. Please keep your Setup Poster for later use.

In this section, you will learn how to set up your HP PSC so that faxing works successfully with any equipment and services you might already have on the same telephone line as your HP PSC.

This section contains the following topics:

- how to tell if the instructions in this chapter apply to you on page 115
- how to choose the right fax setup for your office on page 116
- select your fax setup case from this table on page 118
- case A: separate fax line (no voice calls received) on page 119
- case B: faxing with a distinctive ring service on the same line on page 119
- case C: shared voice/fax line on page 121
- case D: fax line shared with PC modem (no voice calls received) on page 122
- case E: shared voice/fax line with PC modem on page 123
- case F: shared voice/fax line with answering machine on page 124
- case G: shared voice/fax line with PC modem and answering machine on page 126
- case H: shared voice/fax line with voicemail on page 127
- case I: shared voice/fax line with PC modem and voicemail on page 128
- faxing from a DSL line on page 130

how to tell if the instructions in this chapter apply to you

The fax setup instructions in this chapter are intended for parallel-type telephone systems, which are most common in the countries/regions listed in the following table.

- Check the table to see if you are located in one of the listed countries/regions.
  - If your country/region is listed, use the instructions in this chapter to complete your fax setup.
  - If your country/region does not appear in this list, you probably have a serial-type telephone system and you should not use the connection instructions in this chapter. In a serial-type telephone system, connect all other telephone equipment (modems, phones, and answering

machines) directly at your telephone wall jack. If you are unsure which kind of telephone system you have (parallel or serial), check with your telephone company.

use this chapter if located in one of these countries/regions		
Argentina	Australia	Brazil
Canada	Chile	China
Colombia	Greece	India
Indonesia	Ireland	Japan
Korea	Latin America	Malaysia
Mexico	Philippines	Poland
Portugal	Russia	Saudi Arabia
Singapore	Spain	Taiwan
Thailand	USA	Venezuela
Vietnam		

how to choose the right fax setup for your office

To fax successfully, you need to know what types of equipment and services (if any) share the same telephone line with your HP PSC. This is important because you might need to connect some of your existing office equipment directly to your HP PSC, and you might also need to change some fax settings before you can fax successfully.

To determine the best way to set up the HP PSC in your office, first read through the questions in this section and record your answers. Next, refer to the table in the following section and choose the recommended setup case based on your answers.

Be sure to read and answer the following questions in the order they are presented.

1 **Do you subscribe to a distinctive ringing service through your phone company that provides multiple phone numbers with different ring patterns?**

❑Yes, I have distinctive ring.

❑No.

If you answered "Yes," proceed directly to **case B: faxing with a distinctive ring service on the same line** on page 119. You do not need to continue answering questions.

If you answered "No," please continue answering questions.

Not sure if you have distinctive ring? Many phone companies offer a distinctive ringing feature that allows you to have several phone numbers on one phone line.

When you subscribe to this service, each number will have a different ring pattern, for example, single, double, and triple rings. You might assign one phone number with a single ring to your voice calls, and another phone number with double rings to your fax calls. This allows you—and your HP PSC—to tell the difference between voice and fax calls when the phone rings.

2 **Do you receive voice calls at the same phone number you will use for fax calls on your HP PSC?**

❑Yes, I receive voice calls.

❑No.

Please continue answering questions.

3 **Do you have a PC modem on the same telephone line as your HP PSC?**

❑Yes, I have a PC modem.

❑No.

Here is how to determine if you have a PC modem. If you answer "yes" to any of the following questions, you are using a PC modem:

- Do you send and receive faxes directly to and from your computer programs via dial-up connection?
- Do you use e-mail on your computer via dial-up connection?
- Do you access the Internet from your computer via dial-up connection?

Please continue answering questions.

4 **Do you have an answering machine that answers voice calls at the same phone number you will use for fax calls on your HP PSC?**

❑ Yes, I have an answering machine.

❑ No.

Please continue answering questions.

5 **Do you subscribe to a voicemail service through your phone company at the same phone number you will use for fax calls on your HP PSC?**

❑ Yes, I have a voicemail service.

❑ No.

Please continue answering questions.

6 **Do you have a digital subscriber line (DSL) through your phone company?**

❑Yes, I have a DSL line.

❑No.

If you answered "Yes," you will need to connect a DSL filter between your telephone wall jack and your HP PSC.

First select and connect a fax setup case according to your answers to the previous questions, and then see **faxing from a DSL line** on page 130 for instructions on how to connect the DSL filter.

Caution! If you have a DSL line and you do not connect a DSL filter, you will not be able to send and receive faxes with your HP PSC.

select your fax setup case from this table

Now that you have answered all of the questions about the equipment and services that share the phone line with your HP PSC, you are ready to choose the best setup case for your office.

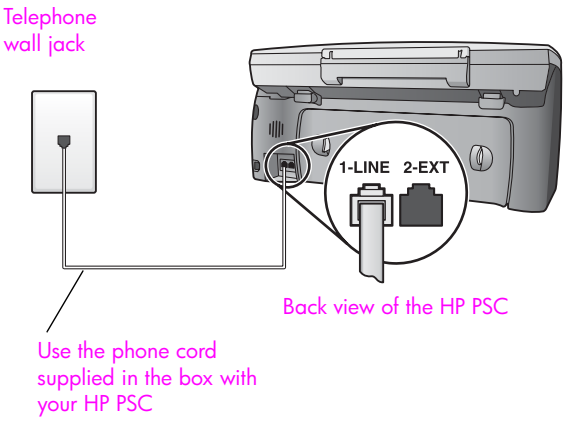
From the first column in the following table, choose the combination of equipment and services applicable to your office setting. Then look up the appropriate setup case in the second column. Step-by-step instructions are included for each case later in this chapter.

If you have answered all of the questions in the previous section and have none of the described equipment or services, choose "None" from the first column in the table.

other equipment/services sharing your fax line	recommended fax setup
None (You answered "No" to all questions.)	Case A: Separate fax line (no voice calls received)
Distinctive ringing service (You answered "Yes" to question 1 only.)	Case B: Faxing with a distinctive ring service on the same line
Voice calls (You answered "Yes" to question 2 only.)	Case C: Shared voice/fax line
PC modem (You answered "Yes" to question 3 only.)	Case D: Fax line shared with PC modem (no voice calls received)
Voice calls and PC modem (You answered "Yes" to questions 2 and 3 only.)	Case E: Shared voice/fax line with PC modem
Voice calls and answering machine (You answered "Yes" to questions 2 and 4 only.)	Case F: Shared voice/fax line with answering machine
Voice calls, PC modem, and answering machine (You answered "Yes" to questions 2, 3, and 4 only.)	Case G: Shared voice/fax line with PC modem and answering machine
Voice calls and voicemail service (You answered "Yes" to questions 2 and 5 only.)	Case H: Shared voice/fax line with voicemail
Voice calls, PC modem, and voicemail service (You answered "Yes" to questions 2, 3, and 5 only.)	Case I: Shared voice/fax line with PC modem and voicemail
Digital subscriber line (DSL), plus any other equipment and services listed in this table (You answered "Yes" to question 6 and any others.)	Connect any other equipment as described in the setup case you selected from this table, and then connect a DSL filter as described in faxing from a DSL line on page 130.

case A: separate fax line (no voice calls received)

If you have a separate fax line on which you receive no voice calls, and you have no other equipment connected on this phone line, connect your HP PSC as described in this section.



1. Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.

2. (Optional) Change the Rings to Answer setting to 1 ring or 2 rings.

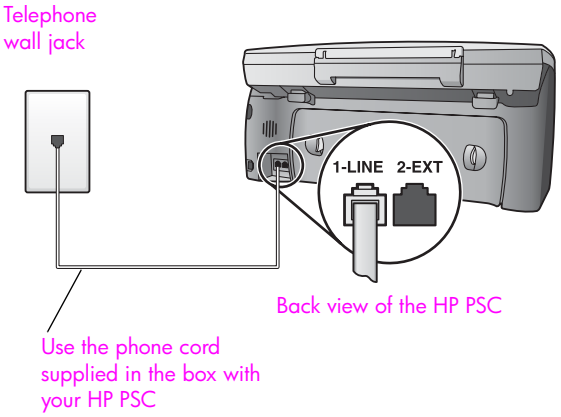
   For information on how to change this setting, see **set number of rings before answering** on page 59.

how your hp psc will answer fax calls

When the phone rings, your HP PSC will answer automatically after the number of rings you set in the Rings to Answer setting. Then it will begin emitting fax reception tones to the sending fax machine and receive the fax.

case B: faxing with a distinctive ring service on the same line

If you subscribe to a distinctive ringing service through your phone company that allows you to have multiple phone numbers on one phone line, each with a different ring pattern, connect your HP PSC as described in this section.



1 Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.

2 Change the Answer Ring Pattern setting to the pattern that has been assigned by the phone company to your fax number, for example, double rings or triple rings.

For information on how to change this setting, see **change the answer ring pattern (distinctive ringing)** on page 68.

Note: Your HP PSC is factory-set to answer all ring patterns. If you do not set the correct ring pattern assigned by the phone company to your fax number, your HP PSC might answer both voice calls and fax calls or it might not answer at all.

3 (Optional) Change the Rings to Answer setting to 1 ring or 2 rings.

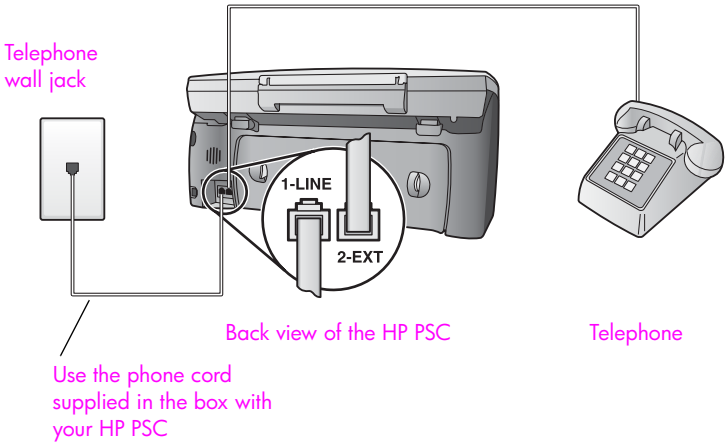
For information on how to change this setting, see **set number of rings before answering** on page 59.

how your hp psc will answer fax calls

Your HP PSC will automatically answer incoming calls that have the ring pattern you selected (Answer Ring Pattern setting) and after the number of rings you selected (Rings to Answer setting). Then it will begin emitting fax reception tones to the sending fax machine and receive the fax.

case C: shared voice/fax line

If you receive both voice calls and fax calls at the same phone number, and you have no other office equipment on this phone line, connect your HP PSC as described in this section.



1. Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.

2. Remove the white plug from the port labeled "2-EXT" on the back of your HP PSC, and then connect a phone to this port.

Now you need to decide how you want to answer fax calls: automatically or manually.

how to answer fax calls automatically

The HP PSC is factory-set to answer all calls automatically after 5 rings, so you do not need to change any settings if you want to automatically receive faxes. Your HP PSC will not be able to distinguish between fax and voice calls in this case, however, so if you suspect a voice call is incoming, you will need to answer it before the 5th ring or the HP PSC will answer first.

Note: If you pick up the phone before the 5th ring and hear fax tones from a sending fax machine, you will need to manually answer the fax call. For information on how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually** on page 61.

how to answer fax calls manually

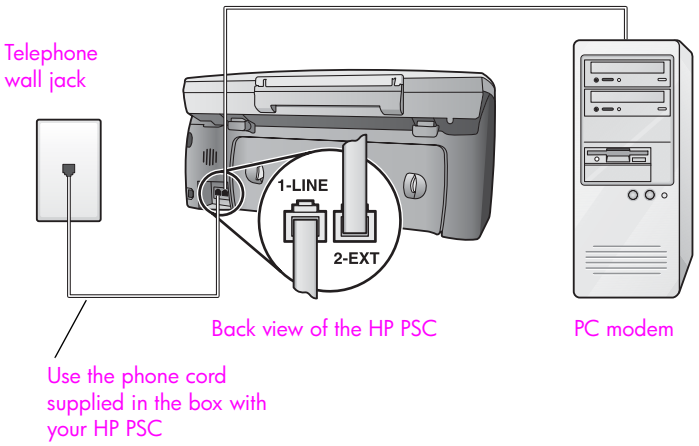
To receive faxes manually, you must be available to respond in person to incoming fax calls or your HP PSC cannot receive faxes.

Before you can answer fax calls manually, you must change the Rings to Answer setting to No Answer as described in **set number of rings before answering** on page 59. For information on how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually** on page 61.

case D: fax line shared with PC modem (no voice calls received)

If you have a fax line on which you receive no voice calls, and you also have a PC modem connected on this line, connect your HP PSC as described in this section.

Note: Since your PC modem shares the telephone line with your HP PSC, you will not be able to use both simultaneously. For example, while you are sending and receiving faxes, you will not be able to e-mail or access the Internet.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP PSC.
2. Find the phone cord that connects from the back of your computer (your PC modem) to a wall jack. Disconnect the cord from the wall jack and plug it into the port labeled "2-EXT" on the back of your HP PSC.
3. Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your

office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.

4 If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

Caution! If you do not turn off the auto fax receive setting in your PC modem software, your HP PSC will not be able to receive faxes.

5 (Optional) Change the Rings to Answer setting to 1 ring or 2 rings. For information on how to change this setting, see **set number of rings before answering** on page 59.

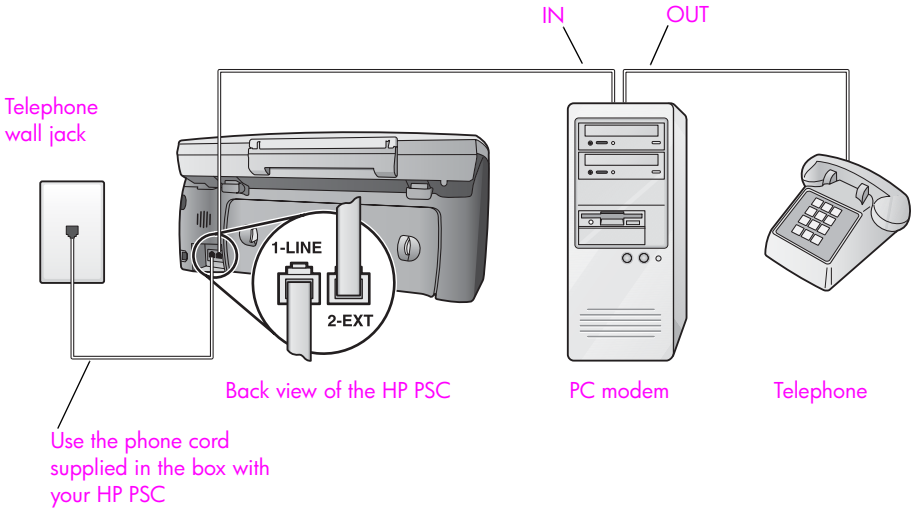
how your hp psc will answer fax calls

When the phone rings, your HP PSC will answer automatically after the number of rings you set in the Rings to Answer setting. Then it will begin emitting fax reception tones to the sending fax machine and receive the fax.

case E: shared voice/fax line with PC modem

If you receive both voice calls and fax calls at the same phone number, and you also have a PC modem connected on this phone line, connect your HP PSC as described in this section.

Note: Since your PC modem shares the telephone line with your HP PSC, you will not be able to use both simultaneously. For example, while you are sending and receiving faxes, you will not be able to e-mail or access the Internet.



1 Remove the white plug from the port labeled "2-EXT" on the back of your HP PSC.

2 Find the phone cord that connects from the back of your computer (your PC modem) to a wall jack. Disconnect the cord from the wall jack and plug it into the port labeled "2-EXT" on the back of your HP PSC.

3 If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

Caution! If you do not turn off the auto fax receive setting in your PC modem software, your HP PSC will not be able to receive faxes.

4 Connect a phone to the "out" port on the back of your PC modem.

5 Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.

Now you need to decide how you want to answer fax calls: automatically or manually.

how to answer fax calls automatically

The HP PSC is factory-set to answer all calls automatically after 5 rings, so you do not need to change any settings if you want to automatically receive faxes. Your HP PSC will not be able to distinguish between fax and voice calls, however, so if you suspect a voice call is incoming, you will need to answer it before the 5th ring or the HP PSC will answer first.

Note: If you pick up the phone before the 5th ring and hear fax tones from a sending fax machine, you will need to manually answer the fax call. For information on how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually** on page 61.

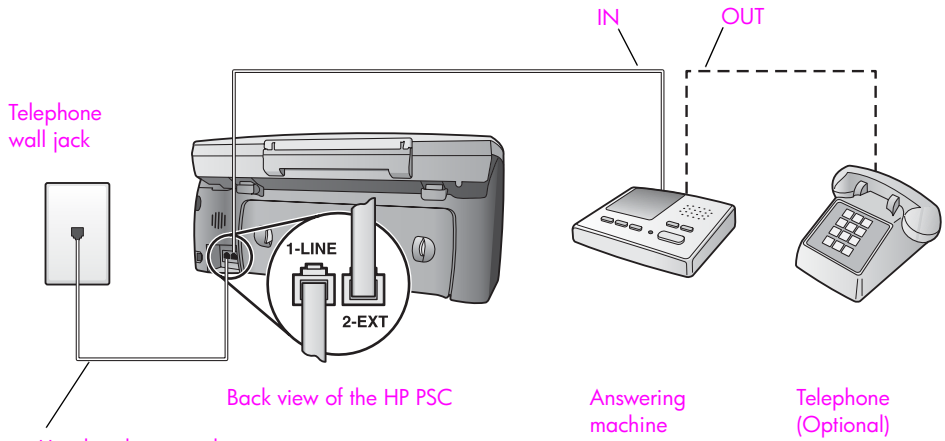
how to answer fax calls manually

To receive faxes manually, you must be available to respond in person to incoming fax calls or your HP PSC cannot receive faxes.

Before you can answer fax calls manually, you need to change the Rings to Answer setting to No Answer as described in **set number of rings before answering** on page 59. For information on how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually** on page 61.

case F: shared voice/fax line with answering machine

If you receive both voice calls and fax calls at the same phone number, and you also have an answering machine that answers voice calls at this phone number, connect your HP PSC as described in this section.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP PSC.
2. Unplug your answering machine from the telephone wall jack, and connect it to the port labeled "2-EXT" on the back of your HP PSC.

   Caution! If you do not connect your answering machine directly to your HP PSC, fax tones from a sending fax machine might be recorded on your answering machine, and you might not be able to receive faxes with your HP PSC.
3. Set your answering machine to answer after 4 or fewer rings.
4. Change the Rings to Answer setting on your HP PSC to 6 rings.

   For information on how to change this setting, see **set number of rings before answering** on page 59.
5. Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.
6. (Optional) If your answering machine has no built-in phone, for convenience you might want to connect a phone to the back of your answering machine at the "out" port.

how your hp psc will answer fax calls

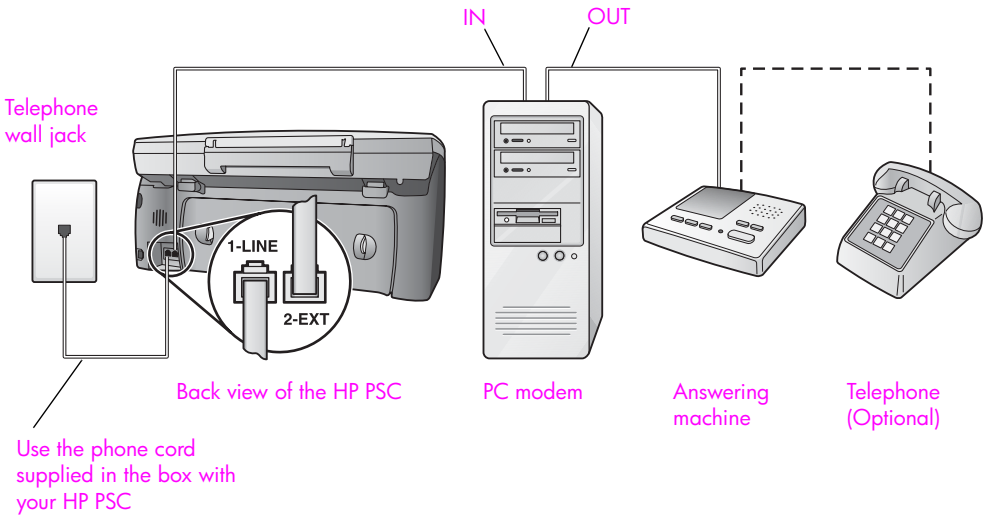
You set the HP PSC to answer after 6 rings, and you set your answering machine to answer after 4 or fewer rings. This ensures that your answering machine will always answer before the HP PSC.

When the phone rings, your answering machine will answer after the number of rings you have set, and then play your recorded greeting. The HP PSC monitors the call during this time, "listening" for fax tones. If incoming fax tones are detected, the HP PSC will emit fax reception tones and receive the fax; if there are no fax tones, the HP PSC stops monitoring the line and your answering machine can record a voice message.

case G: shared voice/fax line with PC modem and answering machine

If you receive both voice calls and fax calls at the same phone number, and you also have a PC modem and answering machine connected on this phone line, connect your HP PSC as described in this section.

Note: Since your PC modem shares the telephone line with your HP PSC, you will not be able to use both simultaneously. For example, while you are sending and receiving faxes, you will not be able to e-mail or access the Internet.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP PSC.
2. Find the phone cord that connects from the back of your computer (your PC modem) to a wall jack. Disconnect the cord from the wall jack and plug it into the port labeled "2-EXT" on the back of your HP PSC.
3. If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

   Caution! If you do not turn off the auto fax receive setting in your PC modem software, your HP PSC will not be able to receive faxes.
4. Unplug your answering machine from the telephone wall jack, and connect it to the "out" port on the back of your PC modem.

This allows a direct connection between the HP PSC and your answering machine, even though the PC modem is connected first in line.

Caution! If you do not connect your answering machine in this way, fax tones from a sending fax machine might be recorded on your answering machine, and you might not be able to receive faxes with your HP PSC.

5 Set your answering machine to answer after 4 or fewer rings.

6 Change the Rings to Answer setting on your HP PSC to 6 rings.

For information on how to change this setting, see **set number of rings before answering** on page 59.

7 Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire phone cord is different from the more common 4-wire cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.

8 (Optional) If your answering machine has no built-in phone, for convenience you might want to connect a phone to the back of your answering machine at the "out" port.

how your hp psc will answer fax calls

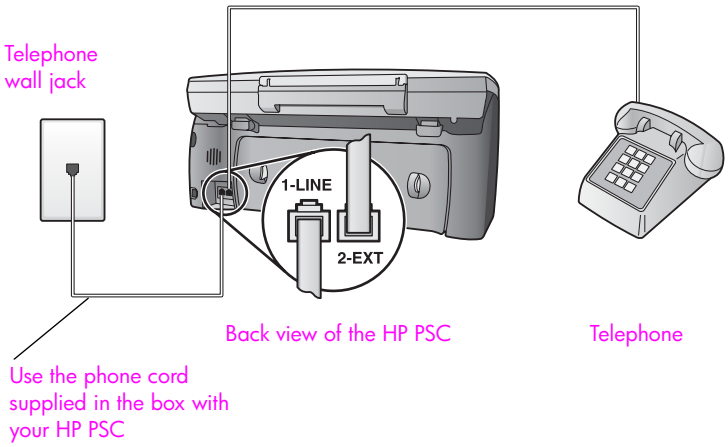
You set the HP PSC to answer after 6 rings, and you set your answering machine to answer after 4 or fewer rings. This ensures that your answering machine will always answer before the HP PSC.

When the phone rings, your answering machine will answer after the number of rings you have set, and then play your recorded greeting. The HP PSC monitors the call during this time, "listening" for fax tones. If incoming fax tones are detected, the HP PSC will emit fax reception tones and receive the fax; if there are no fax tones, the HP PSC stops monitoring the line and your answering machine can record a voice message.

case H: shared voice/fax line with voicemail

If you receive both voice calls and fax calls at the same phone number, and you also subscribe to a voicemail service through your phone company, connect your HP PSC as described in this section.

Note: The HP PSC cannot receive faxes automatically if you have a voicemail service, therefore, you must be available to respond in person to incoming fax calls manually. If you want to receive faxes automatically instead, contact your phone company to subscribe to a distinctive ringing service, or to obtain a separate phone line for faxing.



1 Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.

2 Remove the white plug from the port labeled "2-EXT" on the back of your HP PSC, and then connect a phone to this port.

3 Change the Rings to Answer setting to No Answer using the instructions in **set up your hp psc to answer fax calls manually** on page 60.

how to answer fax calls manually

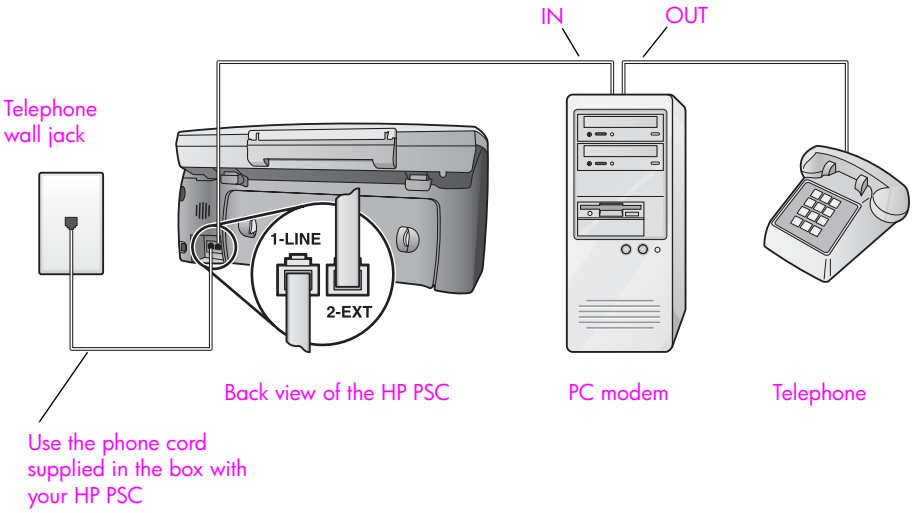
You must be available to respond in person to incoming fax calls, or your HP PSC cannot receive faxes. For information on how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually** on page 61.

case I: shared voice/fax line with PC modem and voicemail

If you receive both voice calls and fax calls at the same phone number, use a PC modem on the same phone line, and also subscribe to a voicemail service through your phone company, connect your HP PSC as described in this section.

Note: The HP PSC cannot receive faxes automatically if you have a voicemail service, therefore, you must be available to respond in person to incoming fax calls manually. If you want to receive faxes automatically instead, contact your phone company to subscribe to a distinctive ringing service, or to obtain a separate phone line for faxing.

Note: Since your PC modem shares the telephone line with your HP PSC, you will not be able to use both simultaneously. For example, while you are sending and receiving faxes, you will not be able to e-mail or access the Internet.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP PSC.
2. Find the phone cord that connects from the back of your computer (your PC modem) to a wall jack. Disconnect the cord from the wall jack and plug it into the port labeled "2-EXT" on the back of your HP PSC.
3. If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

   Caution! If you do not turn off the auto fax receive setting in your modem software, your HP PSC will not be able to receive faxes.
4. Connect a phone to the "out" port on the back of your PC modem.
5. Using the phone cord supplied in the box with your HP PSC, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.
6. Change the Rings to Answer setting to No Answer using the instructions in **set up your hp psc to answer fax calls manually** on page 60.

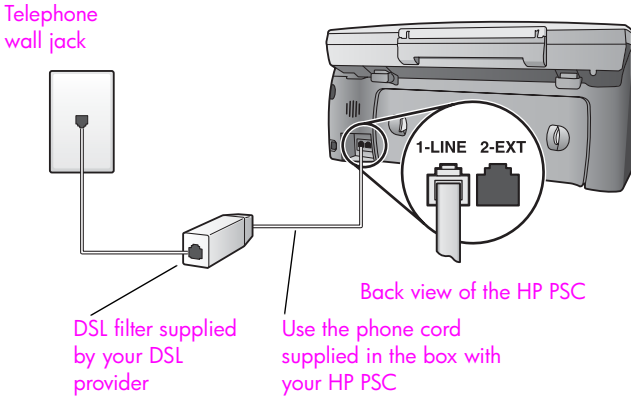
how to answer fax calls manually

You must be available to respond in person to incoming fax calls, or your HP PSC cannot receive faxes. For information on how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually** on page 61.

faxing from a DSL line

If you have a digital subscriber line (DSL) service through your phone company, use the instructions in this section to connect a DSL filter between the telephone wall jack and your HP PSC. This filter removes the digital signal that would block your HP PSC from communicating properly with the telephone line.

Caution! If you have a DSL line and you do not connect the DSL filter, you will not be able to send and receive faxes with your HP PSC.


Telephone wall jack
1-LINE
2-EXT
Back view of the HP PSC
DSL filter supplied by your DSL provider
Use the phone cord supplied in the box with your HP PSC

1. First, connect your HP PSC according to the appropriate setup case for your office. For information, see **how to choose the right fax setup for your office** on page 116.
2. Obtain a DSL filter from your DSL provider.
3. Using the phone cord supplied in the box with your HP PSC, connect one end to the open port on the DSL filter, then connect the other end to the port labeled "1-LINE" on the back of your HP PSC.

   Note: While connecting your setup case, you might have already connected your HP PSC to the telephone wall jack using the HP-supplied cord. If so, remove this cord from the wall jack and connect it to the open port on the DSL filter.

   Caution! If you do not use the supplied cord to connect from the DSL filter to your HP PSC, you might not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 145.
4. Connect the DSL filter cord to the telephone wall jack.

14 hp instant share setup and use

HP Instant Share makes it easy to send photos that family and friends can view. Just take a photo or scan an image, select the photograph or image, and use the software on your computer to forward the media to an e-mail destination. You can even upload your photos (depending on your country/region) to an online photo album, or an online photo finishing service.

With HP Instant Share, family and friends always get photos they can view—no more large downloads or images that are too big to open. An e-mail with thumbnail images of your photos is sent with a link to a secure Web page where your family and friends can easily view, share, print, and save your pictures.

> **Note:** Some operating systems do not support HP Instant Share, but you can still use your HP Photo & Imaging Director (HP Director) software to send a photo to family and friends as an e-mail attachment. (For more information, see **send a photo or image using your hp psc (Macintosh)** on page 135.)

This section contains the following topics:

- **use hp instant share in five easy steps (Windows)** on page 131
- **send a photo or image using your hp psc (Macintosh)** on page 135
- **why should I register with hp instant share (Windows)?** on page 136

use hp instant share in five easy steps (Windows)

HP Instant Share is easy to use with your HP PSC 2400 Series (HP PSC)—simply:

1. Insert a photo memory card in your HP PSC and select an image that you want to send.
2. Press the **E-mail** button on the front panel of your HP PSC.
   The HP Instant Share tab in the HP Photo & Imaging Gallery (HP Gallery) opens on your computer.
3. From the **HP Instant Share** tab, click **Start HP Instant Share**.
4. Create an e-mail destination within HP Instant Share.

   Note: You can also set up an Address Book to retain your e-mail addresses.
5. Send your e-mail message.

For specific information on how to use HP Instant Share, see the following procedures:

- **use the e-mail button** on page 132
- **use the hp instant share photo menu option** on page 133
- **use a scanned image** on page 133
- **access hp instant share from the hp director** on page 134

Note: Your computer must be connected to the Internet to use HP Instant Share. If you are an AOL or Compuserve user, please connect to your Internet service provider before attempting to use HP Instant Share.

use the e-mail button

The E-mail button on your HP PSC lets you easily send a selected photo to anyone with an e-mail account. For more information see **use a photo memory card** on page 21.

1. Navigate to a photo you want to send and press **OK** to select it.
2. Press **E-mail**.

   The HP Instant Share tab within the HP Gallery displays.

   Your HP PSC transfers the selected photo to the HP Gallery. The path and filename of the digital image are shown in the Selection Tray at the bottom of the window.

   Note: Make sure the photo you select appears on the color graphics display. The photo that appears on the display is sent to the HP Gallery, even if it is different from the one that you selected.
3. In the **Control** area, click **Start HP Instant Share**.

   The Go Online screen appears in the Work area.
4. Click **Next.**

   The One-Time Setup—Region and Terms of Use screen appears.
5. Select your country/region from the drop-down list.
6. Read the **Terms of Service**, check the **I agree** box, and click **Next**.

   The Create HP Instant Share E-Mail screen appears.
7. Complete the **To**, **From**, **Subject**, and **Message** fields.

   Note: To open and maintain an e-mail address book, click Address Book, register with HP Instant Share, and obtain a HP Passport.

   Note: To send your e-mail to multiple addresses, click the How to e-mail multiple people link.
8. Click **Next**.

   The Add Captions screen appears.
9. Enter a caption for your photo, and then click **Next**.

   Your photo is uploaded to the HP Instant Share services website.

   After the photo is uploaded, the Photos E-mailed screen appears.

   Your e-mail is sent with a link to a secure Web page that stores your photo for 60 days.
10. Click **Finish**.

    The HP Instant Share website opens in your browser.

    From the website you can select your photo, and choose from a number of processing options.

use the hp instant share photo menu option

For information on using a photo memory card, see use a photo memory card on page 21.

1. Select an photo from your photo memory card.
2. From the front panel, press **Photo**, and then press **9**.

   The HP Instant Share tab within the HP Gallery displays on your PC.

   Your HP PSC transfers the selected photo to the HP Gallery. The path and filename of the digital image are shown in the Selection Tray at the bottom of the window.

   Note: Make sure the photo you select appears on the color graphics display. The photo that appears on the display is sent to the HP Gallery, even if it is different from the one that you selected.
3. In the **Control** area, click **Start HP Instant Share**.

   The Go Online screen appears in the Work area.
4. To use HP Instant Share, go to step 6 in **access hp instant share from the hp director** below.

use a scanned image

For information on scanning an image, see **use the scan features** on page 51.

1. Load your original face down in the right front corner of the glass.
2. Press **Scan**.

   A preview image of the scan appears in the HP Scan window on the computer, where you can edit it.

   For more information about editing a preview image, see the onscreen **hp photo & imaging help** that came with your software.
3. Make any needed edits to the preview image in the **HP Scan** window. When you have finished, click **Accept**.

   The HP PSC sends the scan to the HP Gallery, which automatically opens and displays the image.
4. After you have edited the scanned image, select it.

   Note: The HP Gallery has many editing tools that you can use to edit your image and achieve the results you want. For more information, see the onscreen **hp photo & imaging help** that came with your software.
5. Click the **HP Instant Share** tab.
6. In the **Control** area, click **Start HP Instant Share**.

   The Go Online screen appears in the Work area.
7. To use HP Instant Share, go to step 6 in **access hp instant share from the hp director** below.

access hp instant share from the hp director

This section addresses how to use the HP Instant Share e-mail service. The terms photo and image are both referred to as image in this section. For more information on using the HP Director, see the onscreen **hp photo & imaging help** that came with your software.

1. Open the **HP Director**.
2. From the **HP Director**, click **HP Gallery**.
   The HP Photo & Imaging Gallery appears.
3. Select an image from the folder in which it is stored.
   Note: For more information, see the onscreen **hp photo & imaging help** that came with your software.
4. Click the **HP Instant Share** tab.
5. In the **Control** area, click **Start HP Instant Share**.
   The Go Online screen appears in the Work area.
6. Click **Next**.
   The One-Time Setup—Region and Terms of Use screen appears.
7. Select your country/region from the drop-down list.
8. Read the **Terms of Service**, select the **I agree** check box, and click **Next**.
   The Select an HP Instant Share Service screen appears.
9. Select **HP Instant Share E-mail**: send images through e-mail.
10. Click **Next**.
11. At the Create HP Instant Share E-Mail screen, complete the **To**, **From**, **Subject**, and **Message** fields.
    Note: To open and maintain an e-mail address book, click Address Book, register with HP Instant Share, and obtain a HP Passport.
    Note: To send your e-mail to multiple addresses, click How to e-mail multiple people.
12. Click **Next**.
    The Add Captions screen appears.
13. Enter a caption for your digital image, and then click **Next**.
    Your image is uploaded to the HP Instant Share services site.
    After the image is uploaded, the Photos E-mailed screen appears.
    Your e-mail is sent with a link to a secure Web page that stores your image for 60 days.
14. Click **Finish**.
    The HP Instant Share website opens in your browser.
    From the website, you can select an image, and choose from a number of processing options.

send a photo or image using your hp psc (Macintosh)

If your HP PSC is connected to a Macintosh, you can send a photo or image to anyone with an e-mail account. You initiate your e-mail message from an e-mail application installed on your computer by pressing E-mail in the HP Gallery. You open the HP Gallery from the HP Director.

This section contains the following topics:

- use the e-mail button on page 135
- use the hp instant share photo menu option on page 135
- use a scanned image on page 136
- access the e-mail option from the hp director on page 136

use the e-mail button

The E-mail button on your HP PSC lets you easily send a selected photo to anyone with an e-mail account. For more information see use a photo memory card on page 21.

1. Navigate to a photo you want to send and press OK to select it.
2. Press E-mail.

   Your HP PSC transfers the selected photo to the e-mail program on your Macintosh. You can then send it as an e-mail attachment by following the prompts on your Macintosh. For more information, see the hp imaging gallery section in the onscreen hp photo and imaging help.

   Note: Make sure the photo you select appears on the color graphics display. The photo that appears on the display is sent to the HP Gallery, even if it is different from the one that you selected.

use the hp instant share photo menu option

You can share photos with family and friends by sending a selected photo to anyone with an e-mail account.

1. Select an image from your photo memory card.

   For more information, see use a photo memory card on page 21
2. From the front panel, press Photo, and then press 9.

   The photo appears in the HP Gallery on your computer.

   Note: Make sure the photo you select appears on the color graphics display. The photo that appears on the display is sent to the HP Gallery, even if it is different from the one that you selected.
3. Click E-mail.

   The e-mail program on your Macintosh opens.

   You can then send the photo as an e-mail attachment by following the prompts on your Macintosh.

use a scanned image

For information on scanning an image, see use the scan features on page 51.

1. Load your original face down in the right front corner of the glass.
2. Press **Scan**.

   A preview image of the scan appears in the HP Scan window on the computer, where you can edit it.

   For more information about editing a preview image, see the onscreen **hp photo and imaging help** that came with your software.
3. Make any edits to the preview image in the **HP Scan** window. When you have finished, click **Accept**.

   The HP PSC sends the scan to the HP Gallery, which automatically opens and displays the image.
4. After you have edited the scanned image, select it.

   Note: The HP Gallery has many editing tools that you can use to edit your image and achieve the results you want. For more information, see the onscreen **hp photo and imaging help** that came with your software.
5. Click **E-mail**.

   The e-mail program on your Macintosh opens.

   You can now send the images as an e-mail attachment by following the prompts on your Macintosh.

access the e-mail option from the hp director

1. Open the **HP Director** and click **HP Gallery** (OS 9).

   OR

   Click **HP Director** in the Dock, and select **HP Gallery** from the **Manage and Share** section of the **HP Director** menu (OS X).

   The HP Photo and Imaging Gallery opens.
2. Select an image.

   For more information, see the onscreen **hp photo and imaging help** that came with your software.
3. Click **E-mail**.

   The e-mail program on your Macintosh opens.

   You can now send the images as an e-mail attachment by following the prompts on your Macintosh.

why should I register with hp instant share (Windows)?

With the HP PSC 2400 Series, HP Instant Share user registration is only required if you choose to use the Address Book. User registration is a separate log-on process from the HP product registration and is accomplished using the HP Passport setup program.

If you choose to save e-mail addresses and create distribution lists in a HP Instant Share Address Book, you will be prompted to register. Registration is required prior to configuring the Address Book and accessing the Address Book when addressing an HP Instant Share e-mail.

15 troubleshooting information

This section contains troubleshooting information for the HP PSC 2400 Series (HP PSC). Specific information is provided for installation and configuration issues. References to our online troubleshooting help are provided for operational topics.

This section contains the following:

- **installation troubleshooting** on page 137
- **operational troubleshooting** on page 149

installation troubleshooting

Installation and configuration troubleshooting tips are included in this section for some of the most common issues associated with HP PSC fax setup, software and hardware installation, and HP Instant Share.

This section contains the following topics:

- **software and hardware installation troubleshooting** on page 137
- **fax setup troubleshooting** on page 144
- **hp instant share setup troubleshooting** on page 149

software and hardware installation troubleshooting

If you encounter a software or hardware problem during installation, see the topics below for a possible solution.

During a normal installation of the HP PSC software, the following things occur:

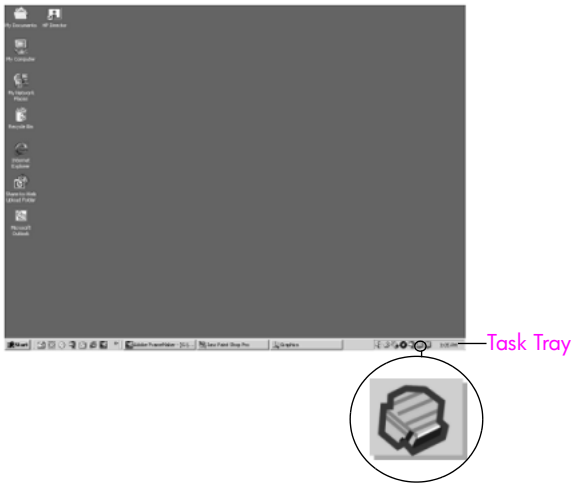
- The HP PSC CD-ROM runs automatically when the CD-ROM is inserted
- The software installs
- Files are copied to your hard drive
- You are requested to plug in the HP PSC
- A green OK and check mark appear on an installation wizard screen
- You are requested to restart your computer (might not occur in all cases)
- The registration process runs

If any of these things did not occur, there might be a problem with the installation. To check the installation on a PC, verify the following:

- Start the HP Director and check to make sure the following icons appear: scan picture, scan document, and hp gallery. For information about starting HP Director, see **use the hp director software to do more with your hp psc** on page 6. If the icons do not appear immediately, you might need

to wait a few minutes for the HP PSC to connect to your computer. Otherwise, see **Some of the icons are missing in the hp director** on page 140.

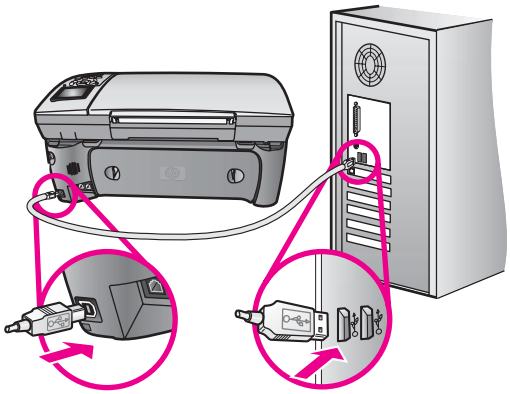
- Open the Printers dialog box and check to see that the HP PSC is listed.
- Look at the Task Tray for an HP PSC icon. This indicates that the HP PSC is ready.



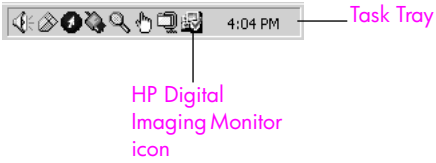
software installation troubleshooting

Use this section to solve any problems you might encounter while installing the HP PSC software.

problem	possible cause and solution
When I insert the CD-ROM into my computer's CD-ROM drive, nothing happens	**follow these steps:** 1 From the Windows **Start** menu, choose **Run**. 2 In the Run dialog box, enter **d:\setup.exe** (if your CD-ROM drive is not assigned to drive letter d, use the appropriate drive letter), and then click **OK**.
The minimum system checks screen appears	Your system does not meet the minimum requirements to install the software. Click **Details** to see what the specific problem is. Then correct the problem before attempting to install the software.

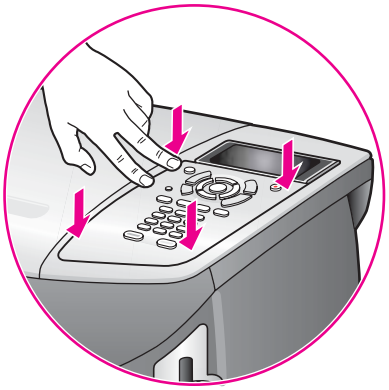
problem	possible cause and solution
A red X or yellow triangle appears on the USB connect prompt	 **follow these steps** 1 Verify that the front panel cover is firmly attached, then unplug the HP PSC and plug it in again. 2 Verify that the USB and power cables are plugged in.  3 Verify that the USB cable is set up properly as follows: – Unplug the USB cable and plug it in again. – Do not attach the USB cable to a keyboard or non-powered hub. – Verify that the USB cable is 3 meters or less in length. – If you have several USB devices attached to your computer, you might want to unplug the other devices during the installation. 4 Continue with the installation and reboot the computer when prompted. Then open HP Director and check for the essential icons (scan picture, scan document, and hp gallery) 5 If the essential icons do not appear, remove the software and then reinstall it as described in **Some of the icons are missing in the hp director** on page 140.
I received a message that an unknown error has occurred	Try to continue with the installation. If that doesn't work, stop and then restart the installation.

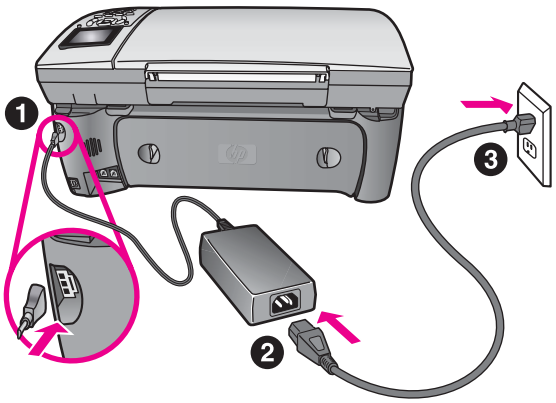
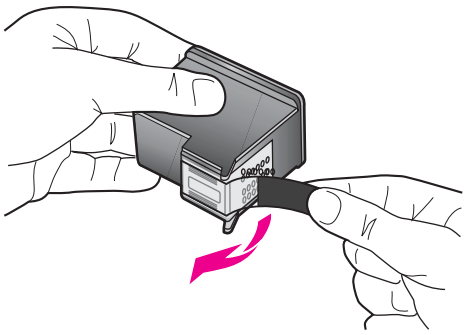
problem	possible cause and solution
Some of the icons are missing in the hp director	If the essential icons (scan picture, scan document, send fax, and HP Gallery) do not appear, your installation might not be complete. If your installation is incomplete, you might need to uninstall and then reinstall the software. Do *not* simply delete the HP PSC program files from your hard drive. Be sure to remove them properly using the uninstall utility provided in the HP PSC program group. **to uninstall from a Windows computer** 1 Disconnect your HP PSC from your computer. 2 On the Windows task bar, click **Start**, **Programs** **All Programs** (XP), **Hewlett-Packard**, **hp psc 2400 series**, **uninstall software**. 3 Follow the directions on the screen. 4 If you are asked whether you would like to remove shared files, click **No**. Other programs that use these files might not work properly if the files are deleted. 5 After the program finishes removing the software, disconnect your HP PSC, and restart your computer. **Note:** It is important that you disconnect your HP PSC before restarting your computer. 6 To reinstall the software, insert the HP PSC 2400 Series CD-ROM into your computer's CD-ROM drive, and follow the instructions that appear on the screen 7 After the software is installed, connect the HP PSC to your computer. Turn on the HP PSC using the On button. To continue with the installation, follow the onscreen instructions and the instructions provided in the Setup Poster that came with your HP PSC. After connecting and turning on your HP PSC, you might have to wait several minutes for all of the Plug and Play events to complete. When the software installation is complete, you will see a Status Monitor icon in the System Tray. 8 To verify that the software is properly installed, double-click the HP Director icon on the desktop. If the HP Director shows the key icons (scan picture, scan document, send fax, and HP Gallery), the software has been properly installed.

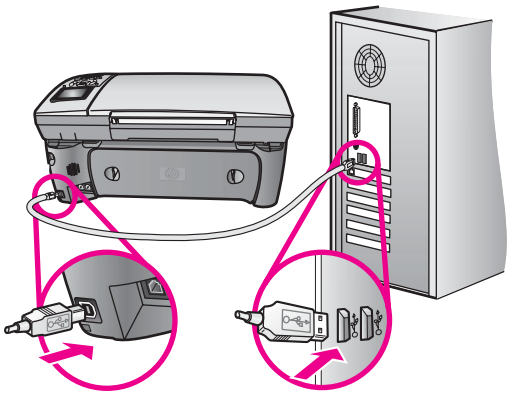
problem	possible cause and solution
Some of the icons are missing in the hp director *(continued)*	**to uninstall from a Macintosh computer** 1 Disconnect the HP PSC from your Macintosh. 2 Double-click the **Applications:HP All-in-One Software** folder. 3 Double-click **HP Uninstaller**. 4 Follow the onscreen instructions. 5 After the software is uninstalled, disconnect your HP PSC, and restart your computer. 6 To reinstall the software, insert the HP PSC 2400 Series CD-ROM into your computer's CD-ROM drive. **Note:** When reinstalling the software, follow the instructions in the Setup Poster. Do not connect the HP PSC to your computer until after you have completed the software installation. 7 On the desktop, open the CD-ROM, double-click **hp all-in-one installer**, and follow the instructions that appear.
The fax wizard does not start	**launch the fax wizard as follows** 1 Start the **HP Director**. For more information, see **use the hp director software to do more with your hp psc** on page 6. 2 Click the **Settings** menu, select **Fax Settings and Setup,** then select **Fax Setup Wizard**.
The registration screen does not appear	Launch the Product Registration program in the HP folder on the Windows **Start** menu. Click **Start**, **Start Programs** or **All Programs (XP)**, **Hewlett-Packard**, **HP PSC 2400 Series**, **product registration**.
The Digital Imaging Monitor does not appear in the Task Tray	If the Digital Imaging Monitor does not appear in the Task Tray, start the HP Director to check whether or not essential icons are there. For more information, see **Some of the icons are missing in the hp director** on page 140. The Task Tray normally appears in the lower-right corner of the desktop. 

hardware installation troubleshooting

Use this section to solve any problems you might encounter while installing the HP PSC hardware.

problem	possible cause and solution
I received a message on the front panel display to attach the front panel cover	This might mean the front panel cover is not attached, or it is attached incorrectly. Make sure to align the cover over the buttons on the top of the HP PSC and snap it firmly into place. 
The front panel displays the wrong language	Usually, you set the language and country/region when you first set up the HP PSC. However, you can change these settings at any time by using the following procedure: 1 Press **Setup**. 2 Press **7**, and then press **1**. This selects Preferences, and then selects Set Language & Country/Region. You are prompted with a list of languages. You can scroll through the up and down arrows. 3 Press **OK** on the appropriate language. 4 When prompted, press **1** for Yes or **2** for No. You are prompted with all the countries/regions for the selected language. You can scroll through the up and down arrows. 5 Using the keypad, enter the two-digit number for the appropriate country/region. 6 When prompted, press **1** for Yes or **2** for No. 7 You can confirm the language and country/region by printing a Self-Test Report, as follows: a. Press **Setup**. b. Press **1**, and then press **4**. This selects Print Report, and then selects Self-Test Report.

problem	possible cause and solution
I received a message on the front panel display to align the print cartridges	The HP PSC prompts you to align cartridges every time you install a new print cartridge. For more information, see **align the print cartridges** on page 86.
My HP PSC does not turn on	Make sure each of the power cords is firmly connected, and wait a few seconds for the HP PSC to turn on. Also, if the HP PSC is plugged in to a power strip, make sure the power strip is turned on. 
The HP PSC does not print	First check to see whether the print cartridge is out of ink. To do this, see **print a self-test report** on page 81. However, before you do this, check the print cartridge to make sure you have properly removed its packaging. Being careful not to touch the copper contacts or ink nozzles, make sure you have gently pulled the pink tab to remove the plastic tape.  If you determine that you need to replace a print cartridge see **replace the print cartridges** on page 83.
I received a message on the front panel display about a paper jam or a blocked carriage	If either a paper jam or blocked carriage error message appears in the front panel display, there might be some packing material inside the HP PSC. Lift open the print-carriage access door to expose the print cartridges and remove any packing material or other items that do not belong there.

problem	possible cause and solution
My USB cable is not connected	Connecting your computer to your HP PSC with a USB cable is straightforward. Simply plug one end of the USB cable into the back of your computer and the other into the back of the HP PSC. You can connect to any USB port on the back of your computer. **Note:** AppleTalk is not supported. 

additional installation troubleshooting help

You might want to refer to the Read Me file for more information on possible installation problems. On Windows, you can access the Read Me file from the Start button on the task bar; select **Programs**, **Hewlett-Packard**, **hp psc 2400 series**, **View the Readme File**. In Macintosh OS 9 or OS X, you can access the readme file by double-clicking the icon located in the top-level folder of the HP PSC software CD-ROM.

The readme file provides more information, including:

- Using the reinstall utility after a failed installation to return your computer to a state that will allow the HP PSC to be reinstalled.
- Using the reinstall utility in Windows 98 to recover from a Composite USB System Driver missing.

  This error might occur if the hardware is installed prior to installing the software. After running the reinstall utility, reboot your PC, and install the HP PSC software before connecting the HP PSC to your computer.

You can also find more information on the HP website at:

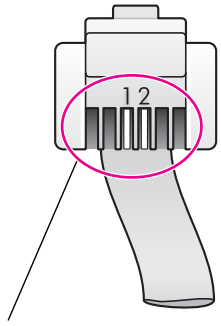
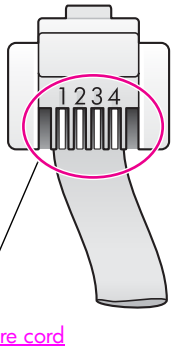
www.hp.com/support

fax setup troubleshooting

Use this section to solve any problems you might encounter while setting up your HP PSC for faxing.

For information on how to set up your HP PSC for faxing, see **fax setup** on page 115.

For additional information on solving problems you might encounter while faxing with your HP PSC, see the **hp psc 2400/2500 series** troubleshooting section in the onscreen **hp photo & imaging help**.

problem	possible cause and solution
I have difficulties when sending faxes and when receiving faxes	• Make sure you connected the HP PSC from the port labeled "1-LINE" to your telephone wall jack using the phone cord supplied in the box with your HP PSC.* This special 2-wire cord is different from the more common 4-wire cords you might already have in your office. Check the end of the cord and compare it to the two types of cords shown below:  2-wire cord End view of the 2-wire phone cord supplied in the box with your HP PSC  4-wire cord End view of a 4-wire phone cord that might cause faxing problems if connected directly to your HP PSC If you used the 4-wire cord, disconnect it, find the supplied 2-wire cord, and then connect the 2-wire cord to the HP PSC (at the port labeled "1-LINE"). For more information on how to connect this cord, refer to **fax setup** on page 115. * This possible cause/solution applies only in the countries/regions that receive a 2-wire phone cord in the box with the HP PSC, including: Argentina, Australia, Brazil, Canada, Chile, China, Colombia, Greece, India, Indonesia, Ireland, Japan, Korea, Latin America, Malaysia, Mexico, Philippines, Poland, Portugal, Russia, Saudi Arabia, Singapore, Spain, Taiwan, Thailand, USA, Venezuela, and Vietnam. **Note:** If the 2-wire cord is not long enough and you need to extend it, you might want to purchase a telephone cord extension connector. Attach the 2-wire cord from the HP PSC to one end of the extension connector, and then attach a 4-wire cord from the other end of the connector to the telephone wall jack. • Make sure you have correctly connected the HP PSC to the telephone wall jack, and correctly connected any additional equipment and services that share the phone line with your HP PSC. Use the 1-LINE port on the back of the HP PSC to connect to the wall jack, and use the 2-EXT port to connect any other equipment, such as a PC modem or an answering machine. For more information and connection diagrams, see **fax setup** on page 115.

problem	possible cause and solution
I have difficulties when sending faxes and when receiving faxes *(continued)*	• Using a telephone line splitter might cause faxing problems. Try removing the splitter and connecting the HP PSC directly to the telephone wall jack. • Check that the telephone wall jack has a working telephone line by plugging in a phone and checking for a dial tone. • Telephone lines with poor sound quality (noise) can cause faxing problems. Check the sound quality of the telephone line by plugging a phone into the wall jack and listening for static or other noise. If you hear noise, turn off the Error Correction Mode (ECM) feature on your HP PSC and try faxing again. For information, see **use error correction mode (ECM)** on page 68. Also contact your phone company to report the noise problem on your line. • Other equipment using the same telephone line as the HP PSC might be in use. For example, you cannot use your HP PSC for faxing if an extension phone is off-hook, or if you are using your PC modem to e-mail or access the Internet. • If you are using a digital subscribe line (DSL), make sure that you have a DSL filter connected or you will not be able to fax successfully. Obtain a DSL filter from your DSL provider. The DSL filter removes the digital signal that blocks your HP PSC from communicating properly with the telephone line. For information on how to connect the DSL filter, see **faxing from a DSL line** on page 130. • Check for error messages on the front panel of your HP PSC. Until a product error condition is resolved, you will not be able to send or receive faxes. For information on resolving error conditions, see the Error Messages section of the **hp psc 2400/2500 series** troubleshooting section in the onscreen **hp photo & imaging help**. • If you are using either a PBX or an ISDN converter, make sure the HP PSC is connected to the port that is designated for fax and phone use. Note that some ISDN systems allow you to configure the ports for specific phone equipment; for example, you might have assigned one port for telephone and Group 3 fax and another for multiple purposes. If you continue to have problems when connected to the fax/phone port, try using the port designated for multiple purposes (might be labeled “multi-combi” or something similar).
I cannot receive faxes, but I can send faxes	• The Rings to Answer feature might not be set to answer after the appropriate number of rings for your office setup. For more information, see **how to choose the right fax setup for your office** on page 116. • If you have a voicemail service at the same phone number you use for fax calls, you must receive faxes manually, not automatically. For information on setting up for faxing when you have a voicemail service, see **fax setup** on page 115. For information on how to receive faxes manually, see **set up your hp psc to answer fax calls manually** on page 60.

problem	possible cause and solution
I cannot receive faxes, but I can send faxes *(continued)*	• If you have a PC modem on the same phone line with your HP PSC, check to make sure that the modem's software is not set to receive faxes automatically. Modems with this auto fax receive feature turned on will take over the phone line to receive all incoming faxes, which will prevent the HP PSC from receiving fax calls. • If you have an answering machine on the same phone line with your HP PSC, you might have one of the following problems: – Your outgoing message might be too long or too loud to allow the HP PSC to detect fax tones, which could cause the calling fax machine to disconnect. – Your answering machine might not have enough quiet time after your outgoing message to allow the HP PSC to detect fax tones. This problem is more common with digital answering machines. The following actions might help solve these problems: a. Disconnect the answering machine and then try receiving a fax. If faxing is successful without it, the answering machine might be causing the problem. b. Reconnect the answering machine and re-record your outgoing message. Make sure the message is as short as possible (no more than 10 seconds long), and that you speak softly and slowly when recording it. Try again to receive a fax. • If you have a special ring pattern for your fax phone number (using a distinctive ring service through your telephone company), make sure that the Answer Ring Pattern feature on your HP PSC is set to match. For example, if the phone company has assigned your fax number a double ring pattern, make sure Double Rings is selected as the Answer Ring Pattern setting. For information on changing this setting, see **change the answer ring pattern (distinctive ringing)** on page 68. Note that some ring patterns cannot be recognized by the HP PSC, such as those with alternating short and long ringing patterns. If you are having problems with a ring pattern of this type, ask your phone company to assign a non-alternating ring pattern. • If you are not using a distinctive ring service, check to make sure that the Answer Ring Pattern feature on your HP PSC is set to All Rings. For information, see **change the answer ring pattern (distinctive ringing)** on page 68.

problem	possible cause and solution
I cannot receive faxes, but I can send faxes *(continued)*	• If your HP PSC shares the same phone line with other types of phone equipment—such as an answering machine or a PC modem—the fax signal level might be reduced, causing fax reception problems. To find out if other equipment is causing a problem, disconnect everything except the HP PSC from the phone line, and then try to receive a fax. If fax reception is successful without the equipment, then one or more pieces of the equipment is causing problems; try adding them back one at a time and faxing, until you identify which equipment is causing the problem.
I cannot send faxes, but I can receive faxes	• If you are using speed dial to dial the fax number, the HP PSC might be dialing too fast or too soon. Try re-creating the speed dial entry and inserting some pauses. For information, see **create speed-dial entries** on page 64. • If your telephone line has a PBX system, make sure you are dialing the number for an outside line before dialing the fax number. • The receiving fax machine might be having problems. To check this, try calling the fax number from a telephone and listen for fax tones. If you cannot hear fax tones, the receiving fax might not be turned on or connected, or a voicemail service could be interfering with the recipient's phone line.
Fax tones are recorded on my answering machine	• When you have an answering machine on the same phone line you use for fax calls, you must connect the answering machine directly to the HP PSC (or through a directly-connected PC modem, if applicable) as described in **fax setup** on page 115. If you do not connect it as recommended, fax tones might be recorded on your answering machine.
I hear static on my telephone line ever since I connected the HP PSC	• If you did not connect the HP PSC from the port labeled "1-LINE" to your telephone wall jack using the phone cord supplied in the box with your HP PSC, you might hear static on your phone line and you might not be able to fax successfully.* This special 2-wire cord is different from the more common 4-wire cords you might already have in your office. For more information, see **I have difficulties when sending faxes and when receiving faxes** on page 145. * This possible cause/solution applies only in the countries/regions that receive a 2-wire phone cord in the box with the HP PSC, including: Argentina, Australia, Brazil, Canada, Chile, China, Colombia, Greece, India, Indonesia, Ireland, Japan, Korea, Latin America, Malaysia, Mexico, Philippines, Poland, Portugal, Russia, Saudi Arabia, Singapore, Spain, Taiwan, Thailand, USA, Venezuela, and Vietnam. • Using a telephone line splitter might affect the sound quality of your phone line, causing static. Try removing the splitter and connecting the HP PSC directly to the telephone wall jack.

hp instant share setup troubleshooting

HP Instant Share setup errors (such as might occur when setting up the Address Book) are covered in the HP Instant Share screen-specific help. Specific operational troubleshooting information is provided in **operational troubleshooting** below.

operational troubleshooting

The **hp psc 2400/2500 series** troubleshooting section in the **hp photo & imaging help** contains troubleshooting tips for some of the most common issues associated with your HP PSC. To access the troubleshooting information from a Windows computer, go to the HP Photo & Imaging Director, click Help, and then choose Troubleshooting and Support. Troubleshooting is also available through the Help button that appears on some error messages.

To access troubleshooting information from the Macintosh (OS X), click the HP Director (All-in-One) icon in the Dock, select HP Help from the HP Director menu, select HP Photo and Imaging Help, and then click hp psc 2400/2500 series troubleshooting in the Help Viewer.

If you have Internet access, you can get help from the HP website at:

www.hp.com/support

The website also provides answers to frequently asked questions.

hp instant share troubleshooting

Basic HP Instant Share troubleshooting topics are covered in the table below. When you access the HP Instant Share website, online help is provided for any error messages encountered.

error message	possible cause and solution
Can't connect to the Internet	Your computer is unable to connect to the HP Instant Share server after the Go Online screen appears. • Check your Internet connection and make sure you are online. • If you are behind a firewall, verify that your browser proxy settings are correct.
HP Instant Share Service temporarily unavailable	The HP Instant Share server is currently down for maintenance. • Try connecting again later.

chapter 15

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Visit the hp psc information center

It has everything you need to get the most value from your HP PSC.

- Technical Support
- Supplies and Ordering Information
- Project Tips
- Ways to Enhance Your Product

www.hp.com/support

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